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**GREENHOUSE GAS EMISSIONS REDUCTION FUND**

**REQUEST FOR PROPOSALS #10-001**

**ISSUED MAY 5, 2010**

**THE COMMISSION REQUESTS PROPOSALS IN THE FOLLOWING CATEGORIES:**

**CATEGORY I. PROGRAM CONTINUATION FOR ENTITIES THAT**

- APPLIED FOR MULTI-YEAR PROGRAM BUDGETS OR PLANS IN THEIR **2009** GRANT PROPOSAL;
- RECEIVED A GRANT FROM THE GREENHOUSE GAS EMISSIONS REDUCTION FUND IN **2009** ;  
AND
- HAVE DEMONSTRATED SUCCESS IN IMPLEMENTING THEIR PROPOSAL.

**MINIMUM APPLICATION AMOUNT IS \$100,000.**

**CATEGORY II. PROGRAMS THAT WILL ESTABLISH A PORTFOLIO OF ENERGY EFFICIENCY PROJECTS AT LARGE ENERGY USER SITES TO PRODUCE SIGNIFICANT ENERGY SAVINGS AND GREENHOUSE GAS (GHG) REDUCTIONS. MINIMUM APPLICATION AMOUNT IS \$1,000,000.**

**CATEGORY III. PROGRAMS THAT WILL IMPROVE ENERGY EFFICIENCY AND REDUCE GHG EMISSIONS IN THE AFFORDABLE HOUSING SECTOR. MINIMUM APPLICATION AMOUNT IS \$500,000.**

Proposals are due no later than June 1, 2010 at 4:30 p.m. at the Public Utilities Commission. One original signed paper copy, eight additional paper copies, and an electronic copy of the proposal must be filed by the deadline. The electronic copy must be in PDF (portable document file) format and may be filed on a CD or USB drive with the paper copies or separately emailed to [GHGERF@puc.nh.gov](mailto:GHGERF@puc.nh.gov) . Proposals sent via fax or only by email will not be accepted.

## **BACKGROUND**

In 2008 the New Hampshire General Court enacted and the Governor signed into law RSA 125-O:19-28<sup>1</sup> authorizing New Hampshire's participation in the Regional Greenhouse Gas Initiative (RGGI). RGGI is a cooperative effort by ten Northeast and Mid-Atlantic states to reduce greenhouse gas emissions from the electric power sector through individual CO<sub>2</sub> Budget Trading Programs in each of the ten participating states.

The legislation also created the State's Greenhouse Gas Emissions Reduction Fund (GHGERF), to be funded with the proceeds from the auction sale of the State's CO<sub>2</sub> budget allowances and administered by the Public Utilities Commission (PUC or Commission) in consultation with the Energy Efficiency and Sustainable Energy (EESE) Board. Monies in this fund must be used to support energy efficiency, conservation and demand response programs to reduce greenhouse gas emissions generated within the state. The process for awarding funds is governed by PUC administrative rules. ([See Puc 2600.](#))

In February, 2009, the Commission issued its first RFP for GHGERF awards. The Commission received 84 applications requesting more than \$50 million in funding. [Thirty proposals](#) were awarded funding totaling \$17.66 million. The current unencumbered balance of the GHGERF is approximately \$1.1 million. Pursuant to RSA 125-O:23, VIII, and Puc 2604.03(d) the Commission may fund programs that are contingent, in whole or in part, on future proceeds from RGGI emission allowance auctions held with 12 months of the effective date of funding agreements. Funding agreements resulting from this RFP are expected to be developed and approved during the 3<sup>rd</sup> quarter of 2010. Each of the next 5 quarterly RGGI emission allowance auctions, from June 2010 through June 2011, is expected to yield approximately \$3 million to the GHGERF, for total new revenue to the Fund of approximately \$15 million through June, 2011. The amount of revenue from each auction, and thus the total through FY 2011, could be significantly more or less. The upper boundary of programs to be funded by this RFP is thus approximately \$10 to \$16 million and may be significantly less.

The three areas of interest chosen for this solicitation are specific to the development of **programs** as opposed to individual projects. **Programs** benefit **multiple entities through multiple project sites**. Examples of programs funded in the 2009 solicitation include the [Business Finance Authority's](#) revolving loan fund for businesses and non-profits, and the [New Hampshire Retail Merchants Association's](#) energy efficiency and sustainability program for retailers. **Projects**, by contrast, benefit **single entities**, such as a single business (including affiliates) or a single school district, municipality, or non-profit organization.

It is anticipated that subsequent GHGERF RFPs will target other areas of interest to meet the goals of RSA 125-O:19-28.

## **EVALUATION AND SELECTION PROCESS**

The Commission will use a two step process to review and evaluate grant proposals. All proposals will be reviewed by a screening committee consisting of Commission staff and individuals representing the Office of Energy and Planning and the Department of Environmental Services. In accordance with [Puc 2604.03 \(a\)](#), the screening committee will consider the extent to which each proposed program can be expected to:

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<sup>1</sup> For the text of the statute, see, [www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-X-125-O.htm](http://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-X-125-O.htm)

1. Reduce greenhouse gas emissions from all fuels used to provide electricity, heating and cooling in New Hampshire;
2. Be cost-effective;
3. Reduce New Hampshire's peak electric load;
4. Promote:
  - a. Market transformation for energy efficient technologies, strategies and design;
  - b. Innovative technologies;
  - c. Economic development; and
  - d. Reduced energy costs;
5. Leverage funds or resources from other sources to maximize its impact;
6. Effectively measure and verify program performance against stated goals;
7. Promote collaboration and provide useful information for future program evaluation and improvements; and,
8. Otherwise be consistent with the public interest and the purposes of RSA 125-O:19.

The screening committee will provide the PUC Commissioners with analysis and ratings for each proposal. In the second stage of the process the Commissioners will review this information and determine which proposals to fund, as well as funding allocations in accordance with Puc 2604.03(b):

The Commission shall dedicate funds for those proposals that it finds are:

1. Supportive of one or more of the ends set forth in (a) above;
2. Realistically proposed and achievable by the applicant; and,
3. Most likely, on balance, to advance the purposes of RSA 125-O, within the constraint of available funds.

Applicants may be asked to make presentations and answer questions from either the Screening committee or the Commissioners, or both. This stage of the review process will inform the Commission's assessment and rating of proposals with respect to the eleven criteria enumerated above.

### **GENERAL PROPOSAL CONDITIONS**

1. Proposals are due no later than June 1, 2010 at 4:30 p.m. at the Public Utilities Commission. Applicants mailing proposals should allow adequate time to ensure delivery of their proposal(s) by the deadline. One original signed paper copy, six additional paper copies, and an electronic copy of the proposal must be filed by the deadline. The electronic copy must be in PDF (portable document file) format<sup>2</sup> and may be filed on a CD or USB drive with the paper copies or separately emailed to [GHGERF@puc.nh.gov](mailto:GHGERF@puc.nh.gov). Proposals sent via fax or only by email will not be accepted. Proposals received after 4:30 p.m. on June 1, 2010 will not be considered.
2. Proposals should be addressed to:
 

Jack Ruderman  
Director, Sustainable Energy Division

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<sup>2</sup> In addition to Adobe Acrobat and other software programs available for purchase to create PDF files, CutePDF Writer is software that is available for free download at: [www.cutepdf.com](http://www.cutepdf.com)

Public Utilities Commission  
21 South Fruit Street, Suite 10  
Concord, NH 03301

3. Questions regarding this RFP must be submitted in writing to the address above or via electronic mail to [GHGERF@puc.nh.gov](mailto:GHGERF@puc.nh.gov). All questions and answers will be posted on the PUC website under [www.puc.nh.gov/Home/requestforproposal.htm](http://www.puc.nh.gov/Home/requestforproposal.htm).
4. All proposals should contain a concise description of the applicant's proposed program and ability to achieve the projected results. Fancy bindings, colored displays, promotional materials, and so forth are not desired. Applicants are strongly encouraged to print or copy their proposals **double-sided** and stapled in the upper left hand corner. The strongly preferred font size is 12 points with 1" page margins. Emphasis should be on completeness and clarity of content. **Proposals are limited to 12 pages of narrative. Budget spreadsheets, resumes of key personnel, letters of interest or commitment, and other pertinent background information do not count toward the 12-page limit.**
5. The Commission reserves the right to reject any or all proposals, or any part thereof, to determine what constitutes a conforming proposal, to waive irregularities that it considers nonmaterial to the proposal, to make funding decisions, including partial awards, solely as it deems to be in the best interest of the State, and to negotiate with any party in any manner deemed necessary to best serve the interests of the State.
6. The Commission reserves the right to request additional information from any or all parties submitting proposals to assist in its evaluation process.
7. All information relating to this proposal (including but not limited to fees, contracts, agreements and costs) are subject to the laws of New Hampshire regarding public information. RSA 21-I:13-a, II provides that "No information shall be available to the public, the members of the general court or its staff, notwithstanding the provisions of RSA 91-A:4, concerning specific invitations to bid or other proposals for public bids, from the time the invitation or proposal is made public until the bid is actually awarded, in order to protect the integrity of the public bidding process." If any applicant asserts that any portion of their application is exempt from public disclosure as "confidential, commercial, or financial information" pursuant to RSA 91-A:5, after funding decisions are made, then they should provide support for such claim as part of their application, explaining what measures the applicant has taken to keep such information confidential and the privacy or competitive business interest that would be harmed if such information were to be publicly released. The Commission would then determine, if needed, whether such information qualifies under the law ([RSA 91-A](#)) for exemption from public disclosure.
8. The Commission shall not be responsible for any costs incurred by any party in preparation of any proposal submitted in response to this RFP.
9. All parties submitting proposals shall be Equal Opportunity Employers. Funding recipients will be expected to comply with all federal, state, and local laws respecting non-discrimination in employment.
10. The Commission reserves the right to amend or cancel this RFP at any time if the best interest of the State requires such action. Applicants should check the PUC website at [www.puc.nh.gov/Sustainable Energy/RFPs.htm](http://www.puc.nh.gov/Sustainable_Energy/RFPs.htm) for any addenda to this RFP before filing their proposal.

11. Recipients of funds will be required to submit their Taxpayer Identification Number (TIN) or Social Security Number (SSN).
12. The terms and conditions set forth in the State's "General Provisions" for grant agreements, attached hereto, will apply to the funding agreement to be entered into with grant or loan recipients. In addition, each agreement will be supplemented by three exhibits. Exhibit A will set forth in detail the Scope of Services. Exhibit B will set forth the amount of the grant or loan and schedule and conditions of payments. Exhibit C will include any special provisions including any modifications to the General Provisions.
13. In selecting proposals the Commission will set forth a schedule for disbursement of funding, which will include one or more of the following:
  - a. Upfront funding of the proposal;
  - b. Increments of funding based on the passage of time or specified milestones;
  - c. Reimbursement of actual expended costs; or,
  - d. A loan of funds for a period of time.

Any funds granted for use as lending capital for loan funds may be subject to a condition that, upon repayment of loans, if the funds are no longer to be used for additional loans for the same purposes as originally approved or authorized by an amendment to the grant agreement, such funds will be repaid to GHGERF, along with any related interest paid to such loan fund.
14. If an applicant's proposal is selected, any subsequent material changes or modifications to the overall program budget or key program personnel must be submitted for approval.
15. For additional application requirements (including required attachments) for each of the eligible program areas, please continue to the following sections.

**SPECIFIC PROPOSAL REQUIREMENTS:**

**CATEGORY I. PROGRAM CONTINUATION FOR ENTITIES THAT**

- APPLIED FOR MULTI-YEAR PROGRAM BUDGETS OR PLANS IN THEIR 2009 GRANT PROPOSAL;
- RECEIVED A GRANT FROM THE GREENHOUSE GAS EMISSIONS REDUCTION FUND IN 2009 ; AND
- HAVE DEMONSTRATED SUCCESS IN IMPLEMENTING THEIR PROPOSAL.

**MINIMUM APPLICATION AMOUNT IS \$100,000.**

**A number of applicants under the 2009 GHGERF grant solicitation provided multi-year budgets and/or program plans, but requested funding for year one only. These programs are eligible, under this category, to apply for funds that will enable them to continue the work initiated under the 2009 proposal. Applicants will need to provide evidence that they have successfully implemented the first stage of their grant program, and that extension of the grant program will best advance the objectives of the GHGERF. Applicants must follow the format below.**

1. Title Page (one page).

1.1 Program Type & Title. Indicate that the applicant is applying for Program Continuation and provide a descriptive title for the program.

1.2 Program Summary. Provide a paragraph describing the essential elements of the proposed program.

1.3 Identification of Applicant Organization. State the full legal name and address of the applicant organization and indicate the type of legal entity that it is. Indicate whether the entity is a NH resident or organized as an entity under the laws of the State of New Hampshire or whether it is a foreign (i.e. non-NH) entity that is registered to do business in NH with the Secretary of State. Please also provide the Taxpayer Identification Number (TIN) (or SSN) of the applicant.

1.4 Length of Program. Indicate in months or years the expected life of the program, and the targeted time period for which funding is sought, as well as reasonable estimates of minimum and maximum time that the program might operate.

1.5 Total Program Costs. Applicants must include the **total** program costs (this should also be included in the budget), versus funds requested.

1.6 GHGERF Funding Requested. Applicants must specify, of the total program costs, amount of funds they are requesting from the GHGERF toward their program.

## **2. Proposed Work Scope and Schedule (two to three pages).**

- 2.1. Describe the applicant's success in implementing the goals set forth in its 2009 GHGERF proposal.
- 2.2. Modifications to Original Proposal. Describe any modifications or variations from the original proposal that occurred during actual program implementation.
- 2.3. Provide a new program plan with completion milestones for either a one or two year program. Applicants are encouraged to submit two year plans where feasible and appropriate.
  - 2.3.1. Include a program schedule indicating the timing of major tasks and milestones.
  - 2.3.2. List the staff member(s), program partners, or subcontractors (including their name, address, phone number, and organization) who will complete the tasks, including:
    - a) Authorized negotiator(s) including the name, phone number, and email address for individuals authorized to negotiate any and all aspects of the proposed grant. (One original hard copy of the proposal must be signed by a duly authorized representative of the entity (or entities) submitting the proposal.)
    - b) Those charged with program oversight, quality assurance measures, invoicing, grant reporting and financial management;

- c) Details on personnel provided in terms of position, rates, and hours or full time equivalents (FTE).

2.4. List key partners or allies.

2.5. Indicate an estimated number of hours allocated to each major task/milestone.

**3. Program Benefits (one to three pages).** Indicate the extent to which the proposed program can be expected to:

3.1. Result in energy savings. Quantify the projected energy savings (annual and cumulative) that should result directly from the proposed program, if any. Please list energy savings by fuel type (e.g. electricity, natural gas, gasoline, oil, etc.) Provide all assumptions and calculations used to compute projected energy savings, including a description of the types of energy efficiency or conservation measures expected to be installed or adopted and estimated measure lives. If the proposed program indirectly supports energy savings, please briefly indicate how it will do so. The data provided in this section will also be used to project greenhouse gas emissions reductions.

3.2. Be cost-effective;

3.3. Promote:

3.3.1. Market transformation for energy efficient technologies, strategies and design;

3.3.2. Innovative technologies;

3.3.3. Economic development (including jobs retained/created); and,

3.3.4. Reduced energy costs.

3.4. Effectively measure and verify program performance against stated goals; and,

3.5. Promote collaboration and provide useful information for future program evaluation and improvements.

**4. Measurement and Verification (up to one page).**

4.1. Describe in detail how program performance will effectively be measured and verified against stated goals and program benefits.

**5. Budget Explanation (one to three pages plus spreadsheets as attachments).** Please provide the following:

5.1. A proposed budget for the program. Applicants **must** use the [GHGERF 2010 RFP Budget Worksheet.pdf](#) by quarter for each year of requested funding. Please include a brief supporting narrative to accompany the spreadsheet.

5.2. Details on key personnel including position, rates, and hours or full time equivalents, as well as details on fully-loaded costs, specifically addressing all components comprising the fully-loaded costs.

5.3. Indirect cost rates, or general overhead and profit. Please attach documentation to support such rates included in your proposal as follows:

- 5.3.1. Describe the basis for the rates proposed (i.e. based on prior period results);
- 5.3.2. If rates are approved by an independent organization, provide a copy of such approval. If rates are approved by a federal cognizant agency, please provide a copy of such approval. In either circumstance, please also provide the time period for which the indirect cost rate is valid;
- 5.3.3. If rates are based on estimated cost or prior period actual results, include calculations to support proposed rate(s). Calculations should provide enough information for the Commission to evaluate and confirm that the rates are consistent with generally accepted accounting principles for indirect costs; and
- 5.3.4. Please indicate to what extent any indirect rates or general overhead and profit are proposed to be contingent on program performance.

5.4. Other potential funding sources: Describe the extent to which the proposed program will leverage other funds or services in order to maximize the grant funds and the proposed program's impact. Please include proof of the anticipated leverage, such as by including a letter of support or statement of cash, resources, or services that will be leveraged.

## 6. Applicant Qualifications (one page).

6.1. Describe the applicant's prior experience in all areas relevant to the program.

- 6.1.1. Identify all persons that will be employed in the proposed work by skill and qualifications. Identify key personnel by name and title and provide a resume for each (resumes do not count toward the 12-page limit).

6.2. List known subcontractors including the firm name and address and contact person (if not already included in Section 2), and complete description of work to be subcontracted.

- 6.2.1. Include descriptive information concerning subcontractor's organization and qualifications.

6.3. Disclose any criminal convictions not annulled by a court within the past 5 years by the applicant and applicant's officers, directors, partners or other principals.

**CATEGORY II. PROGRAMS THAT WILL ESTABLISH A PORTFOLIO OF ENERGY EFFICIENCY PROJECTS AT LARGE ENERGY USER SITES TO PRODUCE SIGNIFICANT ENERGY SAVINGS AND GREENHOUSE GAS (GHG) REDUCTIONS. MINIMUM APPLICATION AMOUNT IS \$1,000,000.**

The goal of this category is to create one or more grant, loan, or other assistance program(s) to implement energy efficiency projects at large energy user sites. The Commission will entertain applications from entities who propose to serve as a program manager or administrator. The program manager will be responsible for conducting outreach and identifying and/or developing promising energy efficiency projects at individual large user

sites; and evaluating potential projects for benefits and costs, energy savings, greenhouse gas emissions reductions, leverage, and other appropriate criteria.

Successful applicants will demonstrate significant technical expertise and qualifications in energy savings performance contracting and/or whole building/process energy management, as well as the ability and means to create a successful program.

Large energy users are defined as facilities that had an electric demand of 100 kilowatts in any of the previous 12 months (where demand is defined as the maximum metered amount of power required to operate the facility's electrical equipment), as shown on the facility's electric utility bill or bills), or used the energy equivalent of 1,000 MMBtu annually for space heating and/or process heat. Examples include, but are not limited to: large commercial office space buildings, large hotels, and manufacturing or industrial facilities. Applicants must follow the format below.

## 1. Title Page (one page).

- 1.1. Program Type & Title. Indicate that the applicant is applying for Category II and provide a descriptive title for the program.
- 1.2. Program Summary. Provide a paragraph describing the essential elements of the proposed program.
- 1.3. Identification of Applicant Organization. State the full legal name and address of the applicant organization and indicate the type of legal entity that it is. Indicate whether the entity is a NH resident or organized as an entity under the laws of the State of New Hampshire or whether it is a foreign (i.e. non-NH) entity that is registered to do business in NH with the Secretary of State. Please also provide the Taxpayer Identification Number (TIN) (or SSN) of the applicant.
- 1.4. Length of Program. Indicate in months or years the expected life of the program, and the targeted time period for which funding is sought, as well as reasonable estimates of minimum and maximum time that the program might operate.
- 1.5. Total Costs. Applicants must include the **total** program costs (this should also be included in the budget), versus GHGERF funds requested.
- 1.6. GHGERF Funding Requested. Applicants must specify, of the total program costs, the amount of funds they are requesting from the GHGERF toward their program.

## 2. Proposed Work Scope and Schedule (two to three pages).

- 2.1. Describe the applicant's plan for achieving energy savings from large commercial-scale and industrial-scale users, along with program goals;
  - 2.1.1. Include a program schedule indicating the timing of major tasks and all milestones;
  - 2.1.2. List the staff member(s), program partners, or subcontractors (including their name, address, phone number, and organization) who will complete planned tasks, including:

- a) Authorized negotiator(s) including the name, phone number, and email address for individuals authorized to negotiate any and all aspects of the proposed grant. (One original hard copy of the proposal must be signed by a duly authorized representative of the entity (or entities) submitting the proposal);
- b) Those charged with program oversight, quality assurance measures, invoicing, grant reporting and financial management;
- c) Details on personnel provided in terms of position, rates, and hours or full time equivalents (FTE).

2.2. List key partners or allies.

2.3. Indicate an estimated number of hours allocated to each major task/milestone.

**3. Program Benefits (one to three pages):** Indicate the extent to which the proposed program can be expected to:

3.1. Result in energy savings. Quantify the projected energy savings (annual and cumulative) that should result directly from the proposed program, if any. Please list energy savings by fuel type (e.g. electricity, natural gas, gasoline, oil, etc.) Provide all assumptions and calculations used to compute projected energy savings, including a description of the types of energy efficiency or conservation measures expected to be installed or adopted and estimated measure lives. If the proposed program indirectly supports energy savings, please briefly indicate how it will do so. The data provided in this section will also be used to project greenhouse gas emissions reductions.

3.2. Be cost-effective;

3.3. Promote:

- 3.3.1. Market transformation for energy efficient technologies, strategies and design;
- 3.3.2. Innovative technologies;
- 3.3.3. Economic development (including jobs retained/created); and,
- 3.3.4. Reduced energy costs.

3.4. Promote best practices through the sharing of energy efficient technologies and strategies amongst large energy users;

3.5. Effectively measure and verify program performance against stated goals; and,

3.6. Promote collaboration and provide useful information for future program evaluation and improvements.

**4. Measurement and Verification (up to one page).**

4.1. Describe in detail how program performance will be effectively measured and verified against stated goals and program benefits.

**5. Budget Explanation (one to three page narrative plus spreadsheets as attachments).**

Please provide the following:

- 5.1. A proposed budget for the program. Applicants **must** use the [GHGERF 2010 RFP Budget Worksheet.pdf](#) by quarter for each year of requested funding.
- 5.2. Details on key personnel including position, rates, and hours or full time equivalents, as well as details on fully-loaded costs, specifically addressing all components comprising the fully-loaded costs.
- 5.3. Indirect cost rates, or general overhead and profit. Please attach documentation to support such rates included in your proposal as follows:
  - 5.3.1. Describe the basis for the rates proposed (i.e. based on prior period actual results; based on federal government or other independently-approved rates);
  - 5.3.2. If rates are approved by an independent organization, provide a copy of such approval. If rates are approved by a federal cognizant agency, please provide a copy of such approval. In either circumstance, please also provide the time period for which the indirect cost rate is valid;
  - 5.3.3. If rates are based on estimated cost or prior period actual results, include calculations to support proposed rate(s). Calculations should provide enough information for the Commission to evaluate and confirm that the rates are consistent with generally accepted accounting principles for indirect costs; and
  - 5.3.4. Please indicate to what extent any indirect rates or general overhead and profit are proposed to be contingent on program performance.
- 5.4. Other potential funding sources: Describe the extent to which the proposed program will leverage other funds or services in order to maximize the grant funds and the proposed program's impact. Please include proof of the anticipated leverage, such as by including a letter of support or statement of cash, resources, or services that will be leveraged.

**6. Applicant Qualifications (one page).**

- 6.1. Describe the applicant's prior experience in all areas relevant to the project.
  - 6.1.1. Identify all persons that will be employed in the proposed work by skill and qualifications. Identify key personnel by name and title and provide a resume for each (resumes do not count toward the 12-page limit).
- 6.2. List known subcontractors including the firm name and address and contact person (on the cover page as well), and complete description of work to be subcontracted.
  - 6.2.1. Include descriptive information concerning subcontractor's organization and abilities.
- 6.3. Disclose any criminal convictions not annulled by a court within the past 5 years by the applicant and applicant's officers, directors, partners or other principals.

**CATEGORY III. PROGRAMS THAT WILL SIGNIFICANTLY IMPROVE ENERGY EFFICIENCY AND REDUCE GHG EMISSIONS IN LOW-INCOME RESIDENTIAL HOUSING. COLLABORATIVE PROGRAMS ARE ENCOURAGED. MINIMUM APPLICATION AMOUNT IS \$500,000.**

Programs eligible for GHGERF funding, and the corresponding proposed energy efficiency and weatherization projects, shall be those sponsored by non-profit or governmental entities in New Hampshire that involve the production, maintenance or preservation of rental or owner-occupied housing designed to serve low income households. “Low income households” means households whose residents are eligible for federal, state or utility low-income energy assistance, energy efficiency or weatherization programs, or whose income is 60% or less of the state’s median household income. For mixed income properties, cooperatives or condominium associations, the applicant must demonstrate that the majority of the benefits are to its low income occupants. The housing may be site-built, modular, or manufactured.

Eligible projects may include renovating or replacing existing structures or building systems<sup>3</sup>, the installation of district heating systems or other innovations, or combinations of these and other strategies to lower the operating costs of low income housing. Applicants may target specific locations or structures or may define the types of projects they will undertake through this program without specifying location or structures. Program funds may also be used to train the residents of, or the management entity responsible for, the housing in the operation, maintenance or expansion of energy efficient systems.

To maximize both the individual and public benefit achieved by funds allocated under this program, preference will be given to proposals that:

- a) Are designed to preserve the affordability of existing housing, including at-risk housing. “At risk” housing means housing acquired, built or rehabilitated using public subsidies that impose on those properties limitations on rent and income for a defined period of time and that are reaching the end of this compliance period; and/or,
- b) Include long-term affordability covenants.

**Applicants must follow the format below.**

**1. Title Page (one page).**

- 1.1. Program Type & Title. Indicate that the applicant is applying for Category III and provide a descriptive title for the program.
- 1.2. Program Summary. Provide a paragraph describing the essential elements of the proposed program.

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<sup>3</sup> Proposals must confirm that the [EPA Renovation Repair and Painting Program](#) lead safety requirement for painters, renovators, and others who disturb painted surfaces in pre-1978 housing (effective April 22, 2010) will be followed.

- 1.3. Identification of Applicant Organization. State the full legal name and address of the applicant organization and indicate the type of legal entity that it is. Indicate whether the entity is a NH resident or organized as an entity under the laws of the State of New Hampshire or whether it is a foreign (i.e. non-NH) entity that is registered to do business in NH with the Secretary of State. Please also provide the Taxpayer Identification Number (TIN) (or SSN) of the applicant.
- 1.4. Length of Program. Indicate in months or years the expected life of the program, and the targeted time period for which funding is sought, as well as reasonable estimates of minimum and maximum time that the program might operate.
- 1.5. Total Costs. Applicants must include the **total** program costs (this should also be included in the budget), versus GHGERF funds requested.
- 1.6. GHGERF Funding Requested. Applicants must specify, of the total program costs, the amount of funds they are requesting from the GHGERF toward their program.

## **2. Proposed Work Scope and Schedule (two to three pages).**

- 2.1. Describe the applicant's plan for achieving energy savings for affordable housing projects along with program goals:
  - 2.1.1. Include a program schedule indicating the timing of major tasks and milestones;
  - 2.1.2. List the staff member(s), program partners, or subcontractors (including name, address and organization) who will complete the tasks, including:
    - a) Authorized negotiator(s) including the name, phone number, and email address for individuals authorized to negotiate any and all aspects of the proposed grant. (One original hard copy of the proposal must be signed by a duly authorized representative of the entity [or entities] submitting the proposal)
    - b) Those charged with program oversight, quality assurance measures, invoicing, grant reporting and financial management;
    - c) Details on personnel provided in terms of position, rates, and hours or full time equivalents (FTE).
- 2.2. List key partners or allies.
- 2.3. Indicate an estimated number of hours allocated to each major task/milestone.

## **3. Program Benefits (one to three pages).** Indicate the extent to which the proposed program can be expected to:

- 3.1. Result in energy savings. Quantify the projected energy savings (annual and cumulative) that should result directly from the proposed program, if any. Please list energy savings by fuel type (e.g. electricity, natural gas, gasoline, oil, etc.) Provide all assumptions and

calculations used to compute projected energy savings, including a description of the types of energy efficiency or conservation measures expected to be installed or adopted and estimated measure lives. If the proposed program indirectly supports energy savings, please briefly indicate how it will do so. The data provided in this section will also be used to project greenhouse gas emissions reductions.

3.2. Be cost-effective:

3.3. Promote:

3.3.1. Market transformation for energy efficient technologies, strategies and design;

3.3.2. Innovative technologies;

3.3.3. Economic development (including jobs retained/created); and,

3.3.4. Reduced energy costs.

3.4. Effectively measure and verify program performance against stated goals; and,

3.5. Promote collaboration and provide useful information for future program evaluation and improvements.

#### **4. Measurement and Verification (up to one page).**

4.1. Describe in detail how program performance will be effectively measured and verified against stated goals and program benefits.

#### **5. Budget Explanation (one to three page narrative plus spreadsheets as attachments).** Please provide the following:

5.1. A proposed budget for the program. Applicants **must** use the [GHGERF 2010 RFP Budget Worksheet.pdf](#) by quarter for each year of requested funding.

5.2. Details on key personnel including position, rates, and hours or full time equivalents, as well as details on fully-loaded costs, specifically addressing all components comprising the fully-loaded costs.

5.3. Indirect cost rates, or general overhead and profit. Please attach supporting documentation to support such rates included in your proposal as follows:

5.3.1. Describe the basis for the rates proposed (i.e. based on prior period actual results; based on federal government or other independently-approved rates);

5.3.2. If rates are approved by an independent organization, provide a copy of such approval. If rates are approved by a federal cognizant agency, please provide a copy of such approval. In either circumstance, please also provide the time period for which the indirect cost rate is valid;

5.3.3. If rates are based on estimated cost or prior period actual results, include calculations to support proposed rate(s). Calculations should provide enough information for the Commission to evaluate and confirm that the rates are consistent with generally accepted accounting principles for indirect costs; and

5.3.4. Please indicate to what extent any indirect rates or general overhead and profit are proposed to be contingent on program performance.

5.4. Other potential funding sources: Describe the extent to which the proposed program will leverage other funds or services in order to maximize the grant funds and the proposed program's impact. Please include proof of the anticipated leverage, such as by including a letter of support or statement of cash, resources, or services that will be leveraged.

**6. Applicant Qualifications (one page).**

6.1. Describe the applicant's prior experience in all areas relevant to the project.

6.1.1. Identify all persons that will be employed in the proposed work by skill and qualifications. Identify key personnel by name and title and provide a resume for each (resumes do not count toward the 12-page limit).

6.2. List known subcontractors including the firm name and address and contact person (on the cover page as well), and complete description of work to be subcontracted.

6.2.1. Include descriptive information concerning subcontractor's organization and abilities.

6.3. Disclose any criminal convictions not annulled by a court within the past 5 years by the applicant and applicant's officers, directors, partners or other principals.