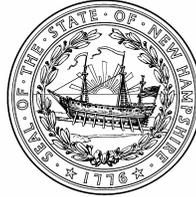


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STATE OF NEW HAMPSHIRE



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## GREENHOUSE GAS EMISSIONS REDUCTION FUND

### REQUEST FOR PROPOSALS

### FOR PROGRAMS TO REDUCE GREENHOUSE GAS EMISSIONS IN NEW HAMPSHIRE

ISSUED FEBRUARY 23, 2009

Proposals are due no later than March 23, 2009 at 4:30 p.m. at the Public Utilities Commission. Applicants mailing proposals should allow adequate time to ensure receipt 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 should be in Word (\*.doc) and Excel (\*.xls), Open Office, or 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 HB 1434,<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 limit greenhouse gas emissions from the electric power sector through individual CO<sub>2</sub> Budget Trading Programs in each of the ten participating states.

HB 1434 also created the State's Greenhouse Gas Emissions Reduction Fund (GHGER Fund), to be funded with the proceeds of the State's share of RGGI carbon allowance auctions and administered by the Public Utilities Commission (PUC or Commission) in consultation with the Energy Efficiency and Sustainable Energy (EESE) Board.<sup>2</sup> The legislation requires that the monies in this fund be used to support energy efficiency, conservation and demand response programs as well as certain administrative costs including the State's share of the costs of the RGGI regional organization. If the sale price of emission allowances exceeds \$6/ton during 2009 and higher amounts in 2010-2015, revenue in excess of such thresholds is to be rebated directly to electric utility customers on a per kilowatt-hour basis.

In December of 2008, the Commission adopted interim rules governing the administration of the GHGER Fund. See Puc 2600 Interim Rules.<sup>3</sup>

## OVERVIEW

The purpose of this Request for Proposals (RFP) is to solicit proposals for programs that will reduce emissions of greenhouse gases resulting from energy use in New Hampshire, pursuant to RSA 125:O-23. Funds awarded through this solicitation **must be used to support energy efficiency, conservation, and demand response programs to reduce greenhouse gas emissions generated within New Hampshire.** RSA 125-O:23, II.

Funds available for distribution from the GHGER Fund through this RFP include approximately \$2.3 million from the December, 2008 RGGI auction of emission allowances,<sup>4</sup> and proceeds from the March, 2009 auction, which are expected to be between about \$2.2 million and \$4.2 million, depending on the market price for carbon

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<sup>1</sup> Chapter 182, Laws of 2008, codified at RSA 125-O:19-28. Available at: [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).

<sup>2</sup> [www.puc.nh.gov/EESE.htm](http://www.puc.nh.gov/EESE.htm)

<sup>3</sup> [www.puc.nh.gov/Regulatory/Rules/PUC2600 Greenhouse Gas Emissions Reduction Fund.pdf](http://www.puc.nh.gov/Regulatory/Rules/PUC2600%20Greenhouse%20Gas%20Emissions%20Reduction%20Fund.pdf).

<sup>4</sup> Total proceeds from the December, 2008 auction were \$4,020,881.80 of which \$1.2 million was appropriated by Chapter 392:3, Laws of 2008, to the Office of Energy and Planning for expanded low-income weatherization services. Approximately \$500,000 is being reserved for related administrative costs, including New Hampshire's share of the start-up and operating costs for 2008 and 2009 of the Regional Greenhouse Gas Initiative, Inc. (RGGI, Inc.) the nonprofit corporation created to provide technical and administrative services, including auction administration, to the Regional Greenhouse Gas Initiative CO<sub>2</sub> budget trading programs of Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island and Vermont.

allowances. Therefore, available funding from the first two auctions is anticipated to be in the range of approximately \$4.5 million to \$6.5 million.

The results of the March auction should be available on or about March 20. The earliest that the PUC may announce awards of funding in response to this RFP may be around the end of March for programs that are ready to go and are of a high priority, such as programs that may help enable other programs to commence or expand. However, the bulk of funding decisions are not expected to be made until later in April. The Commission may also hold some proposals for funding decisions at a later date. A second RFP is expected to be issued later in 2009, likely in mid to late summer with responses likely due in September. At this time, additional RGGI auctions are scheduled for June 17, September 9, and December 2, 2009 and quarterly in subsequent years.

Private entities,<sup>5</sup> the Department of Environmental Services, the PUC, and other state and local government agencies and instrumentalities are eligible to apply for funding. There is no minimum or maximum amount per proposal, nor is there a pre-determined allocation of funds by category. Applicants may propose multi-year programs but future funding may be contingent on performance review and the availability of funds.

Applicants may submit proposals for the following types of programs pursuant to Puc 2604.01(c):

1. Energy audits;
2. Weatherization of New Hampshire residential housing and commercial building stock;
3. Energy efficiency related work force training and development;
4. Revolving loan funds for efficiency related investment;
5. Energy efficiency related industrial process and control systems;
6. Integration of passive solar heating and ventilation;
7. Programs to increase compliance with the building energy code;
8. Programs to improve the electric and thermal energy efficiency of new and existing residences and commercial buildings;
9. Programs to foster the development and retrofitting of highly efficient and affordable housing;
10. Education, outreach and information programs that promote energy efficiency, conservation, and demand response;
11. Demand response programs to reduce New Hampshire's peak electric load; and
12. Other: applicants may also propose programs that do not fall within these categories but would otherwise support energy efficiency, conservation, and

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<sup>5</sup> The term "private entities" means a for profit or not for profit legal entity that is not a governmental agency including but not limited to, corporations, partnerships, individuals and other forms of business and not for profit organizations. See Puc 2601.02.

demand response programs to reduce greenhouse gas emissions generated within New Hampshire.

Pursuant to RSA 125-O:23, III and Puc 2603.01, the Commission will allocate no less than 10% of available funds, on an annual basis, to assist low income residential customers to reduce total energy use. Such funds shall be used for energy audits, weatherization, and installation of other energy efficiency measures, to reduce total energy use, including fuels oils, in low income residential housing. Pursuant to Puc 2602.11 “Low-income residential customers” means those residential customers who are eligible for energy assistance through ratepayer-funded low-income programs administered by the Commission including the low income electric assistance program and electric and gas utility energy efficiency programs for low-income households.<sup>6</sup> The \$1.2 million already appropriated by Chapter 392:3, Laws of 2008, for weatherization of low-income residential housing will count towards this minimum obligation.

Although the PUC expects that respondents to this RFP will consist primarily of entities that are applying to use the funds to administer specific programs, the Commission will also entertain responses that propose, in whole or in part, that other entities, such as government agencies, undertake particular programs. To the extent that such proposals merit further consideration or development, the Commission will publicly present such proposals to the EESE Board and the suggested program administrator and invite specific funding proposals to be submitted in response to a future RFP. Any such proposal that does not request funding for the respondent may complete only those portions of proposal requirements as may be applicable and may, in the alternative, be submitted by letter or email at any time to the Sustainable Energy Division of the PUC.

## PROPOSAL REQUIREMENTS

Proposals should consist of 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 use **double-sided** paper with proposals 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 14 pages of narrative,**

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<sup>6</sup> The electric utility low income weatherization program, known as the Home Energy Assistance Program is “open to all customers who meet the eligibility criteria for participation in the Fuel Assistance Program, the NH Electric Assistance Program, the DOE Weatherization Program and anyone living in subsidized housing or municipal and non-profit shelters serving the needy.” (2009 CORE New Hampshire Energy Efficiency Programs, NHPUC Docket No. DE 08-120, p. 20, at: [www.puc.nh.gov/Regulatory/CaseFile/2008/08-120/LETTERS, MEMOS/08-120 2008-10-07 PSNH's filing specifies the 2009 programs performance targets, and budgets for each utility.PDF](http://www.puc.nh.gov/Regulatory/CaseFile/2008/08-120/LETTERS, MEMOS/08-120 2008-10-07 PSNH's filing specifies the 2009 programs performance targets, and budgets for each utility.PDF). The Electric Assistance Program eligibility criteria can be found at: <http://puc.nh.gov/Consumer/electricassistanceprogram.htm>. The eligibility criteria for Fuel Assistance (LIHEAP) and the DOE Weatherization Program are available at: [www.nh.gov/oep/programs/fuelassistance/eligibility.htm](http://www.nh.gov/oep/programs/fuelassistance/eligibility.htm). The eligibility criteria for LIHEAP have been increased to 60% of the state median income, the lower table in the referenced link. The highest income eligibility criteria for a gas utility energy efficiency program for low income households is through National Grid, at 200% of the federal poverty guideline.

**plus any required attachments such as budget spreadsheets, resumes of key personnel, letters of interest or commitment, etc.**

1) Cover Page(s) (1-2 pages)

Below are explanations of the information required on the cover page(s).

1.1 Program Title

Provide a descriptive title for the program(s).

1.2 Program Type

Indicate the nature of the program and whether it fits one or more of the types of programs listed as 1-12 on page 3 above. (See PUC 2604.01 (c).)

1.3 Program Summary

Provide a short paragraph describing the essential elements of your program.

1.4 Low Income Residential Customer Qualification.

Indicate whether the program will serve, in whole or in part, low income residential customers pursuant to Puc 2603.1. If in part, please indicate what percent of the program budget is expected to serve low income residential customers.

1.5 Identification of Applicant Organization

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

1.6 Identification of Subcontractors and Partners

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

1.7 Authorized Negotiator(s)

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

1.8 Projected Energy Savings

Quantify the projected energy savings (annual and cumulative) that should result directly from the proposed program, if any. If the proposed program indirectly supports energy savings, please briefly indicate how it will do so.

### 1.9 Projected Greenhouse Gas Emissions Reductions

Quantify the projected reduction in greenhouse gas emissions that should result directly from the proposed program, if any.<sup>7</sup>

### 1.10 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 the minimum and maximum time period that the program might operate.

### 1.11 Total Program Costs

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

### 1.12 GHGER Funds Requested

Applicants must specify the proposed amount of funding requested from the GHGER Fund to support the proposed program.

## 2) Executive Summary (one to two pages)

Briefly summarize the problem or opportunity, the proposed solution, the potential benefits, the total program costs (versus funds requested), time period for the program, any sources of matching funds or leverage, and any key partners or allies.

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

Describe in narrative form the plan for accomplishing the work required to complete the project. Describe the major tasks to be accomplished. Indicate the number of hours allocated to each task and which staff member(s), program partners, or subcontractors will complete the tasks. Include a program schedule indicating the timing of major tasks and milestones. Also describe the plan for project oversight, quality assurance measures, and financial management and which staff member(s) will have these responsibilities.

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<sup>7</sup> To estimate reductions in greenhouse gases, you may use the following emission factors for carbon dioxide as the vast majority of greenhouse gas emissions from direct combustion of fossil fuels are carbon dioxide. For electricity, the CO<sub>2</sub> and CO<sub>2</sub> equivalent from NO<sub>x</sub> emissions for the ISO New England estimated 2007 annual average marginal emission rates for electricity generation in New England are included in the conversion factor.

<b>Reductions from</b>	<b>CO<sub>2</sub> Emission Factors in lbs/unit</b>	<b>CO<sub>2</sub> Emission Factor in lbs/MMBtu</b>
Electricity	1,087 lbs/ MWH	1,087 lbs or 0.493 metric tons/MWH
Natural Gas	120.6 lbs/ 1,000 cubic feet	117.1 lbs/MMBtu
Distillate Fuel Oil (#1, 2 & 4)	22.4 lbs / gallon	161.4 lbs /MMBtu
Residual Fuel Oil (#5 & 6)	26 lbs / gallon	173.9 lbs/MMBtu
Kerosene	21.5 lbs/ gallon	159.5 lbs/MMBtu
LPG	12.8 lbs / gallon	139.0 lbs/MMBtu
Propane	12.7 lbs / gallon	139.2 lbs/MMBtu

Note: lb = pounds, MWH = megawatt hours, MMBtu = Million British thermal units; 2,205 lbs = 1 Metric ton  
A worksheet for energy savings and estimated CO<sub>2</sub> savings is included with the attached budget worksheet file. If estimates of projected GHG reductions are based on other calculations, please explain in section 4.1 of the proposal.

#### 4) Project Benefits (one to three pages)

Indicate the extent to which the proposed program can be expected to:

- 4.1 Reduce greenhouse gas emissions from all fuels used to provide electricity, heating and cooling in New Hampshire;<sup>7</sup>
- 4.2 Be cost-effective;<sup>8</sup>
- 4.3 Reduce New Hampshire's peak electric load;<sup>9</sup>
- 4.4 Promote market transformation;<sup>10</sup>
- 4.5 Promote innovative technologies;
- 4.6 Promote economic development;<sup>11</sup>
- 4.7 Promote energy cost savings;
- 4.8 Promote collaboration and provide useful information for future program evaluation and improvement; and
- 4.9 Otherwise be consistent with the public interest and the purposes of RSA 125-O:19.<sup>12</sup> This section could include the identification of any other benefits of the program not otherwise addressed.

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<sup>8</sup> The PUC generally uses a Total Resource Cost (TRC) test for evaluating cost effectiveness. The total projected program benefits (savings) over a reasonable estimate of the life of the measures or energy saving improvements made by the program should be divided by the total program costs, as well that portion of costs to be funded from the GHGER Fund, to yield two Benefit /Cost ratios. The PUC expects to release an addendum to this RFP by early March with specific requested inputs and/or a spreadsheet calculator for making default B/C calculations using the TRC test. Background on cost effectiveness tests can be found starting at p. 14 of the "Report to the New Hampshire Public Utilities Commission On Ratepayer-Funded Energy Efficiency Issues in New Hampshire, Docket No. DR 96-150, From the New Hampshire Energy Efficiency Working Group, Submitted on July 6, 1999" and found at: [www.puc.nh.gov/Electric/96-150\\_NH\\_Energy\\_Efficiency\\_Working\\_Group\\_Final\\_Report\\_\(1999\).pdf](http://www.puc.nh.gov/Electric/96-150_NH_Energy_Efficiency_Working_Group_Final_Report_(1999).pdf). Additional information and many specific default measure values can be found in the January, 2009 Report on "Additional Opportunities for Energy Efficiency in New Hampshire," at [www.puc.nh.gov/Electric/GDS\\_Report/GDS\\_Final\\_Report.htm](http://www.puc.nh.gov/Electric/GDS_Report/GDS_Final_Report.htm)

<sup>9</sup> Over the last several years, New Hampshire's peak electric load has occurred on hot summer afternoons, driven by air conditioning loads. The all time NH peak hour was 1 to 2 pm on August 2, 2006 at 2,452 MW of demand. The peak hour in 2007 was 2 to 3 pm on August 3 at 2,321 MW and in 2008 was 3 to 4 pm on June 10 at 2,309 MW. Default assumptions for summer peak load reduction for various types of measures can be found at p. H-11 of Appendix H to the Final Report on *Additional Opportunities for Energy Efficiency in New Hampshire*, January, 2009, found at [www.puc.nh.gov/Electric/GDS\\_Report/GDS\\_Final\\_Report.htm](http://www.puc.nh.gov/Electric/GDS_Report/GDS_Final_Report.htm). Please provide detail of calculations used to estimate potential reduction of NH's peak electric load from the proposed program, including assumptions about peak coincidence and the source of such assumptions.

<sup>10</sup> Market transformation effects include increasing the availability or share of high efficiency measures or practices in the marketplace, increasing the adoption rate of high efficiency products, practices or services, with reduced or no subsidy or incentive, and increasing the adoption rate of measures, products or practices that may not currently be cost effective, or only marginally so, but which are expected to become less expensive and more cost effective with higher demand and adoption rates.

<sup>11</sup> Please detail: 1) estimates of the number, type and duration of jobs expected to be created or preserved by the proposed program (in full time equivalents), and 2) any other quantifiable or qualitative economic benefits.

5) Measurement and Verification (up to one page)

Describe in detail how program performance will be effectively measured and verified against stated goals. Note that the Commission reserves the right to employ independent monitors to verify program results and to audit the program, applicant and use of all GHGER Funds.

6) Budget (1 to 3 page narrative plus spreadsheets as attachments)

Applicants must submit a proposed budget for the project and include narrative explanations, and are required to complete the proposed budget worksheet, or equivalent, by quarter and calendar year for each year that funding is being requested.

In addition to completing a proposed budget for the requested amount of funding, applicants are encouraged to also complete a minimum and maximum budget that reflects the minimum and maximum scale of the proposed program that would be viable and might effectively be expended over the targeted funding time period.

Applicants are not required to use the specific line items or time periods as shown in the provided budget worksheet file, but are encouraged to provide a comparable level of detail.

Additional detail on personnel should be provided in terms of position, rates, and hours (full time equivalents or FTEs can be used).

For indirect cost rates or general overhead and profit, please attach supporting documentation to support such rates included in your proposal as follows:

- Describe the basis for the rates proposed (i.e. based on prior period actual results; based on projections; based on federal government or other independently-approved rates).
- If rates are approved by an independent organization, such as the federal government, provide a copy of such approval.
- If rates are based on estimated costs or prior period actual results, include calculations to support proposed rate(s). Calculation should provide enough information for the Commission to evaluate and confirm that the rates are consistent with generally accepted accounting principles for indirect costs.

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<sup>12</sup> Applicants should be aware of the Energy Efficiency and Sustainable Energy Board created by RSA 125-O:5-a ([www.puc.nh.gov/EESE.htm](http://www.puc.nh.gov/EESE.htm)). Although it has not yet developed a plan to achieve the state's energy efficiency potential, it has been considering the work of the NH Climate Change Policy Task Force, which is expected to publicly release its recommended climate change action plan for the State before responses to this RFP are due on 3/20/09. A copy of the draft action plan is available for review by applicants at [http://des.nh.gov/organization/divisions/air/tsb/tps/climate/action\\_plan/documents/090130climate\\_change\\_action\\_plan.pdf](http://des.nh.gov/organization/divisions/air/tsb/tps/climate/action_plan/documents/090130climate_change_action_plan.pdf). Applicants are encouraged to indicate in their proposals any ways in which their proposed program may be consistent with or supportive of particular recommended actions and the overall long term goals of the draft action plan. Applicants' attention is particularly directed to draft actions in the attached Excerpts from the Draft New Hampshire Climate Action Plan.

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

The budget must also include the applicant's cash and in-kind match for the program, if any, as well as that of any program partners or participants. For this grant application, applicants' donated time/labor committed to the proposed program is considered in-kind match. Subcontractors/third party donated labor/services, equipment, and materials would also be considered in-kind match.

All match (both cash and in-kind) must be necessary for the accomplishment of the program and must be applicable to the grant period – cash or time previously spent on the project cannot be used as match. All match must be documented and verifiable. In this section the applicant should also explain the extent to which the proposed program can be expected to leverage funds or resources from other sources to maximize its impact, including possible Federal Stimulus funds and financing for part of the program costs.

The applicant should address in this section the extent to which the proposed program can be expected to leverage funds or resources from other sources to maximize its impact.

If an applicant's proposal is selected, any subsequent material changes or modifications to the overall program budget must be submitted for approval.

#### 7) Applicant Qualifications (one page)

Proposals should include a description of the applicant's prior experience in all areas relevant to the project. The proposal should 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 14-page limit). Known subcontractors should be listed, including the firm name and address and contact person (on the cover page as well), and complete description of work to be subcontracted. Include descriptive information concerning subcontractor's organization and abilities. Applicants must disclose any criminal violations within the past 5 years by the applicant and applicant's officers, directors, partners or other principals.

#### 8) Additional Information (no more than one page)

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

#### 9) Letters of Interest or Commitment (as attachments)

If the applicant is relying on any other organization to do some of the work, provide services or equipment, or share in costs not included in the request for funding from the GHGER Fund, include a letter from that organization describing their planned

participation. Also include letters of interest or commitment from businesses or other organizations critical to implementation of the proposed program. Letters of interest/commitment do not count toward the 14-page limit.

### SELECTION CRITERIA

The Commission will evaluate all proposals based on the criteria set forth in Puc 2604.03 (a). Specifically, the Commission will consider the extent to which each proposed program can be expected to:

- (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.

Further, pursuant to 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.

### GENERAL PROPOSAL CONDITIONS

1. **Proposals are due no later than March 23, 2009 at 4:30 p.m. at the Public Utilities Commission.** Applicants mailing proposals should allow adequate time to ensure receipt 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 should be in Word (\*.doc) and Excel

(\* .xls), Open Office, or 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. Proposals received after 4:30 p.m. on March 23, 2009 will not be considered in this funding round.

2. Proposals should be addressed to:

Jack Ruderman  
Director, Sustainable Energy Division  
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. 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.
5. The Commission reserves the right to request additional information from any or all parties submitting proposals to assist in its evaluation process.
6. All information relating to this proposal and any resulting order (including but not limited to fees, contracts, agreements and prices) 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 (bids awarded), 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 for exemption from public disclosure.
7. The Commission shall not be responsible for any costs incurred by any party in preparation of any proposal submitted in response to this RFP.

8. All parties submitting proposals shall be Equal Opportunity Employers. During the duration of the performance of this contract, the contractor will be expected to comply with all federal, state and local laws respecting non-discrimination in employment.
9. 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 <http://www.puc.nh.gov/Home/requestforproposal.htm> for any addendums to this RFP before filing their proposal.
10. Recipients of funds will be required to submit their Taxpayer Identification Number (TIN) or Social Security Number (SSN).
11. The terms and conditions set forth in the State's "General Provisions" for grant agreements 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 the grant or loan and schedule and conditions of payments. Exhibit C will include any special provisions including any modifications to the General Provisions.
12. In selecting proposals the Commission will set forth a schedule for disbursement of funding for the proposal which will include one or more of the following: (1) Upfront funding of the proposal; (2) Increments of funding based on the passage of time or specified milestones; (3) Reimbursement of actual expended costs; or (4) 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.

#### LIST OF ATTACHMENTS

- [Excerpts from the Draft New Hampshire Climate Action Plan](#) (see footnote 12).
- [General Provisions for Funding Agreements](#).
- Budget spreadsheet file ([GHGER Fund 2-23-09 RFP Budget Worksheet.xls](#))
- *Forthcoming, by early March*: Cost effectiveness & Benefit-Cost estimates.

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Revised 2/24/09 to make all embedded hyperlinks function properly.