

**FUNDING OPPORTUNITY ANNOUNCEMENT
Grant Application Package**

**American Recovery and Reinvestment Act 2009:
Office of Policy and Management
Supplemental Regional Bonus Pool Block Grant Program
(competitive grant opportunity)**

STATE OF CONNECTICUT



**M. JODI RELL
GOVERNOR**

**Office of Policy and Management
Robert L. Genuario
Secretary**

November 2009

Eligible applicants for the competitive funding opportunity are limited to Connecticut's 169 municipalities. Municipalities must partner with at least one other town to be eligible for funding under this Grant. Please note that only one project will be accepted per application. If an applicant partnership wishes to apply for more than one project, a separate application must be submitted for each.

Submittal & Contact Information

Applications are due to the Office of Policy and Management (OPM) by 2:00 pm on Friday, January 8, 2010.

You **will not** be submitting electronically through the OPM Grant Portal. You may mail the application form to:

Supplemental Regional Bonus Pool Program
Office of Policy and Management
Energy Management Unit
450 Capitol Avenue, MS#52ENR
Hartford, Connecticut 06106-1379

Or, convert the documents to a single PDF and email as an attachment to:
opm.eecbgrecovery@ct.gov

Required documents, in Word version, are available on the OPM website at
www.ct.gov/opm/energy/arra/eecebq.

All questions regarding this competitive grant opportunity must be submitted in writing by e-mail to opm.eecbgrecovery@ct.gov by 2:00 pm on Monday November 16, 2009. Answers will be posted to both the DAS procurement portal and the OPM 'Recovery' website no later than November 25th. Questions received after 2:00 pm on Monday, November 16, 2009 will not be entertained.

All applications will be forwarded by OPM to U.S. DOE for review. Award date is dependant on U.S. DOE review and approval.

Important Note to Prospective Applicants

This grant application is issued pursuant to the *American Recovery and Reinvestment Act of 2009 (Public Law 111-5)*, which was signed into law by President Obama on February 17, 2009.

As of the date this application package was released, government-wide guidance was forthcoming on various aspects of the Act.

Applicants are strongly advised to check the OPM recovery webpage <http://www.ct.gov/opm/cwp/view.asp?a=3006&q=436948> regularly (including before submitting an application) for updates to this grant application package and its associated requirements. Additional information may become available that could affect project proposal narratives, timelines, budget requests, and other matters related to applications.

Award recipients will be required to follow any applicable provisions of government-wide guidance that may be issued pursuant to the ARRA.

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STATE OF CONNECTICUT OFFICE OF POLICY AND MANAGEMENT

Application For American Recovery and Reinvestment Act (ARRA) Supplemental Regional Bonus Pool Block Grant Program (competitive grant opportunity)

Section I: Background

American Recovery and Reinvestment Act of 2009 (“ARRA”)

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (“ARRA” - Public Law 111-5).

The stated purposes of the ARRA are to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize state and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Accountability and Transparency

The ARRA places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new Recovery Accountability and Transparency Board at the federal level and a new federal website <http://www.recovery.gov/Pages/home.aspx> to provide information to the public, including access to detailed information on grants and contracts made with ARRA funds.

To ensure transparency and accountability at the state level, Governor Rell issued Executive Order No. 25 to establish multiple levels of oversight and accountability throughout state government to ensure federal stimulus dollars are used prudently and within the strict timeframes mandated under the American Recovery and Reinvestment Act. Under Governor Rell’s Executive Order, all state agencies are required to post detailed information concerning grants and contracts supported by the ARRA funds to the State of Connecticut Recovery website www.ct.gov/recovery .

Federal Funding Source and State of Connecticut Program Structure

The ARRA appropriates federal funding for the U.S. Department of Energy (DOE) to award formula-based grants to states and local governments under the Energy Efficiency and Conservation Block Grant (EECBG). Each state is eligible to receive funding according to a formula. The State of Connecticut, through the Office of Policy and Management, is receiving \$9,593,500 under the EECBG. Approximately ten percent of the funding Connecticut will receive under the EECBG Program is being used to fund this grant, the **Supplemental Regional Bonus Pool Program**, a competitive program that **all 169 Connecticut municipalities are eligible to apply for**. Application approval under this grant program will be based on criteria that prioritize projects including energy saved, renewable energy generated, green house gas reduction, estimated job creation, the regional impact of the aforementioned categories and if other funding is leveraged through the use of these program funds. (See page 6 for a complete listing of criteria.)

Purpose of Bonus Pool Funds

The purpose of the Bonus Pool Program is to encourage municipalities to partner together to undertake projects that have a regional (multi-town) impact.

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

Program Outcomes

The DOE has published the following desired outcomes through the use of EECBG funding:

- 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 wind, 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.

Connecticut's Energy Policy Framework

Towns should also utilize funding in a manner that is consistent with the State of Connecticut's energy policy framework as articulated in Connecticut General Statute, Section 16a-35k, Connecticut Public Act 08-98 and Governor Rell's *Connecticut's Energy Vision Plan*. Under this framework, Connecticut has established energy efficiency, conservation, renewable and green house gas reduction objectives and goals that include:

- Developing and utilizing renewable energy sources to the maximum extent practicable
- Diversifying Connecticut's energy supply mix
- Assisting citizens and businesses to reduce energy consumption and cost
- A 20% reduction in electric-peak grid consumption by 2020
- A 20% reduction in fossil fuel consumption by 2020
- Commercial transportation fuels to include a mixture of 20% alternative fuels by 2020
- Residential and commercial heating oil to include a mixture of 20% alternative fuels by 2020
- By 2020 a 10% reduction in GHG emission as compared to 1990 levels
- By 2050 an 80% reduction in GHG emissions as compared to 2001 levels

Review Criteria

There is approximately \$1 million available for the Supplemental Regional Bonus Pool Block Grant Program. The review for each grant will be based on the following criteria: Energy Saved/Renewable Energy Generated; Greenhouse Gas Reduction; Cost/Unit of Energy Saved/Renewable; Jobs Created/Jobs Retained; Regional Impact; Project Timeline; Continued Impact Post Grant; Overall Impact of Project; Additional Funds Leveraged. Depending upon the number of applications received, some projects may be fully funded, some may be partially funded and some may not be funded at all. When reviewing applications, supplemental information may be required to complete the review process.

Section II: Program Rules

Match

There is no match requirement.

DUNS and CCR Registration Requirements

All Applicants Must Have a DUNS Number and Active CCR to Receive a Grant

- **DUNS (Data Universal Numbering System)**
All entities that receive federal funds through the State or directly from a federal agency must have a **DUNS (Data Universal Numbering System)**. The DUNS number must be included on the application and used throughout the grant life cycle. To obtain a DUNS number, please visit federal website <http://fedgov.dnb.com/webform>
- **Central Contractor Registration (CCR)**
In addition to the DUNS number requirement, all applicants must have a **current updated registration** in the federal **Central Contractor Registration (CCR)** database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. To register in the CCR, please visit the federal website: <http://www.ccr.gov/>

IMPORTANT: If your agency or organization received federal funds within the past 3-4 years, you may already have a DUNS number and **current** CCR registration -- please check with your Financial Officer.

OPM will be unable to issue a grant award to any municipality that does not have a DUNS number or an active CCR status.

Use of Funds

The DOE has issued 14 eligible activities for use of program funds. For each project submitted as part of the application you will need to indicate which activity category the project falls under.

As established under the federal EECBG ARRA program, the following activities for use of program funds are allowable. However, given this unique opportunity to update energy infrastructure, the Office of Policy and Management strongly encourages municipalities applying under these programs to use funding for conservation, efficiency and renewable projects as opposed to other activities allowed.

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

2. Technical Consultant Services: Towns may retain technical consultant services to assist in the development of an energy efficiency and conservation strategy, including –
 - A. Formulation of energy efficiency, energy conservation and energy usage goals;
 - B. Identification of strategies to achieve those goals through efforts to increase energy efficiency, reduce fossil fuel emissions or reduce energy consumption through investments or by encouraging behavioral changes.
 - C. Development of methods to measure progress in achieving the goals;
 - D. Development and publication of annual reports to the population served describing the strategies and goals and the progress made in achieving them during the preceding calendar year;
 - E. Other services to assist in the implementation of the energy efficiency and conservation strategy.
3. Residential and Commercial Building Energy Audits: Entities may support the conduct of residential and commercial building energy audits.
4. Financial Incentive Programs: Entities may establish financial incentive programs and mechanisms for energy efficiency improvements such as energy saving performance contracting, on-bill financing, and revolving loan funds.
5. Energy Efficiency Retrofits: Grants may be made to nonprofit organizations and governmental agencies for the purpose of retrofitting existing facilities to improve energy efficiency.
6. Energy Efficiency and Conservation Programs for Buildings and Facilities: Towns may develop and implement energy efficiency and conservation programs for buildings and facilities within their jurisdiction, including-
 - A. Design and operation of the programs;
 - B. The identification of the most effective methods for achieving maximum participation and efficiency rates;
 - C. Public education;
 - D. Measurement and verification protocols; and
 - E. Identification of energy efficient technologies.
7. Development and Implementation of Transportation Programs: Towns may develop and implement programs to conserve energy used in transportation, including-
 - A. Use of flextime by employees;
 - B. Promoting use of satellite work centers;
 - C. Development and promotion of zoning guidelines or requirements that promote energy efficient development;
 - D. Development of non-highway infrastructure such as bike lanes and pathways and pedestrian walkways;
 - E. Synchronization of traffic signals;
 - F. Other measures that increase energy efficiency and decrease energy consumption such as -
 - Local and regional integrated planning activities with the goal of reducing green house gases and vehicle miles traveled;
 - Incentive programs to reduce commutes by single occupancy vehicles;

- Improvements in operational and system efficiency of the transportation system such as implementation of intelligent transportation system strategies;
 - Idle-reduction technologies and/or facilities to conserve energy, reduce harmful air pollutants and green house gas emissions from freight movement; and
 - Installation of solar panels on interstate rights-of-way to conserve energy in highway operations and maintenance activities.
8. Building Codes and Inspections: Entities may develop and implement building codes and inspection services to promote building energy efficiency.
9. Energy Distribution: Entities may implement distributed energy resource technologies that significantly increase energy efficiency, including –
- A. Distributed resources such as
 - Combined heat and power systems
 - Cogeneration systems
 - Energy storage systems
 - Absorption chillers
 - Desiccant humidifiers
 - Micro turbines
 - Ground source heat pumps
 - B. District heating and cooling systems.
10. Material Conservation Programs: Entities may implement activities to increase participation and efficiency rates for material conservation programs, including source reduction, recycling, and recycled content procurement programs that lead to increases in energy efficiency.
11. Reduction and Capture of Methane and Green House Gases: Entities may use grant funds to purchase and implement technologies to reduce, capture, and, to the maximum extent practicable, use methane and other greenhouse gases generated by landfills or similar waste-related sources, such as waste-related sources, such as wastewater treatment plants, operations producing food waste, dairy farms and animal operations.
12. Traffic Signals and Street Lighting: Entities may use funds to replace traffic signals and street lighting with energy efficient lighting technologies, including light emitting diodes; and any other technology of equal or greater efficiency.
13. Renewable Technologies on Government Buildings: Entities may use grant funds to develop, implement, and install on or in any government building of the eligible entity onsite renewable energy technology that generates electricity from renewable resources, including solar energy; wind energy; fuel cells; and biomass.
14. Any Other Appropriate Activity: Entities may submit any other appropriate energy efficiency and conservation activity for approval (OPM will consult with the U.S. DOE to determine if project is appropriate).

National Environmental Policy Act (NEPA)

The DOE must comply with NEPA in disbursing financial assistance grants under the ARRA EECBG. All projects funded with EECBG dollars must be reviewed for environmental impact under NEPA. As such, each project included in an application will be required to include an EF-1 Environmental Checklist form. EF-1 forms will be forwarded by OPM to DOE for NEPA

review. **DOE will determine if additional environmental assessment will be required for any of these projects. Grant awards will not be made for any projects until DOE makes this determination.**

Funding for Municipal Personnel or Positions

Grant funds may not be used for general administrative purposes. Grant funds may be used to pay municipal employees for hours spent working directly on the project(s) funded with EECBG grant funds. For example, if your project is approved under the grant to use funding for a furnace replacement and a municipal employee is performing the installation, the hours that employee works on the installation can be charged to the EECBG grant funds. Municipalities must implement a system for tracking and documenting the amount of time municipal personnel spend working directly on projects funded by the EECBG grant. Only hours that have been validated by a tracking system will be reimbursable by the grant.

Prohibition Against Supplanting of Funds

ARRA funds may not be used to supplant local funds, but can be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for energy efficiency and conservation activities.

Funds from this program may not be used to supplant existing funds. Supplanting is defined as the use of grant funds in place of other funds currently budgeted for an activity and thereby reducing the expenditure of other funds for that activity. Supplanting can also be defined as removing other funds from an activity supported by grant funds with the effect that the activity is not increased or enhanced by the full value of the grant funds applied.

Prohibited Uses

No EECBG funds may be expended outside of the 14 EECBG eligible activity areas. In addition there is a prohibition on the use of EECBG funds for gambling establishments, aquariums, zoos, golf courses or swimming pools.

Grantee's Responsibilities

Each lead municipality should have designated the person responsible for serving as the ***Grant Project Officer (PO)***. This individual will be the primary contact for the lead municipality representing all the partnering towns for this grant. ***The PO is responsible for management and oversight of all components of the grant project including project activities and financial matters. The PO must provide OPM with information on the status of the grant project as well as the status of expenditures relative to the project budget.***

Responsibilities and Duties of the PO:

- Prepare and submit a grant application and budget to OPM.
- Ensure "on-time" submission of the Progress Reports and Financial Reports.
- Manage the financial and programmatic components of the grant; including oversight and coordination of the fiscal components of the grant.
- Prepare and submit progress and financial reports in accordance with guidelines issued by the Office of Policy and Management and the U.S. Department of Energy.
- Organize, manage and coordinate the operation of the grant project and work in compliance with grant requirements from OPM and U.S. Department of Energy.
- Monitor the use of grant funds for eligible activities approved under the grant award.

Accounting Practices

Although EECBG funds can be used in conjunction with other funding, and leveraging of other funding streams is strongly encouraged, the Grantee must maintain accounting practices to

segregate the obligations and expenditures related to the funding under EECBG. Financial and accounting systems must be revised as necessary to segregate, track, maintain and report the EECBG funds apart and separate from other revenue streams.

Expenditure Deadline

ALL GRANT FUNDS MUST BE OBLIGATED BY THE END OF THE PERIOD OF AWARD AND EXPENDED WITHIN **30** DAYS OF THE GRANT END DATE.

Buy American

No funds may be used for a project for construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States.

The only exceptions to this rule would be if iron, steel, and relevant manufactured goods are not produced in the United States in sufficient and reasonably available quantities and of satisfactory quality; or inclusion of iron, steel and manufactured goods produced in the United States will increase the cost of the overall project by more than 25 percent.

Wage Rates

All laborers and mechanics employed by the Grantees or Grantees' contractors and subcontractors on projects funded directly by or assisted in whole or part of this funding, shall be paid wages conforming with the federal Davis-Bacon Act requirements at rates not less than those prevailing on projects of a character similar in the locality.

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

The only exception to this rule is if a Government agency (or a State or political subdivision thereof using Federal money) performs construction work under what is generally known as "force account". In essence, this is a "do-it-yourself" type of construction – the governmental agency receiving the grant decides not to contract out the work but actually performs it "in-house" with its own employees. Such work is not generally subject to Davis-Bacon Act requirements because governmental agencies and States or their political subdivisions are not considered "contractors" or "subcontractors" within the meaning of the Davis-Bacon Act. However, any part of the work not done under "force account" but contracted out is subject to the Davis-Bacon Act and prevailing wage rates.

Misuse of Award Funds

Grantee understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recouping of monies provided under award, and civil and/or criminal penalties.

Access to Records

All grantees must allow the State of Connecticut and its authorized representatives, DOE, U.S. Office of the Inspector General (OIG), the U.S. Government Accountability Office (GAO) and their representatives, to have access to and the right to examine all records (including, but not limited to, books, papers, and documents) related to this ARRA EECBG award, including such records of any subrecipient, contractor, or subcontractor.

The recipient also understands and agrees that the State of Connecticut and its authorized representatives, DOE, OIG and the GAO are authorized to interview any officer or employee of the recipient (or of any subrecipient, contractor, or subcontractor) regarding transactions related to this ARRA award.

False Claims Act and Fraud, Waste and Similar Misconduct

Grantee shall promptly refer to the U.S. Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor or other person has submitted a false claim under the False Claims act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving those laws.

The OIG address is:
Office of the Inspector General
US, Department of Energy
Attn: IG Hotline
1000 Independence Avenue, SW
Mail Stop:5D-031
Washington, DC 20585

e-mail: ig hotline@hg.doe.gov

hotline: 800-541-1625

hotline fax: 202-586-4902

Additional information is available from the OIG website at <http://www.ig.energy.gov/>.

Protecting State and Local Government and Contractor Whistleblowers

Grantees must recognize that the ARRA provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evidence of gross mismanagement, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using ARRA funds. For additional information, refer to section 1553 of the ARRA.

Updates, grant documents, forms and other grant-related news will be posted on www.ct.gov/opm/recovery and [Connecticut Recovery Initiative](#). In addition, OPM will email information directly to the Project Officer.

Section III: Reporting Requirements, Contract Compliance and Penalties

Transparency

All files, progress reports, financial reports, documents and data pertaining to the EECBG grant will be posted on federal and state websites for public viewing. The federal law mandates substantial reporting and documentation of funded activities as well as more intensive monitoring and audit.

Additional sources of ARRA information are available at:
<http://www.recovery.gov/Pages/home.aspx>, [Connecticut Recovery Initiative](#).

Reports

Please note that while some reporting requirement information is provided below, specific reporting requirements will be published as part of the actual grant award. Below is a matrix of required reports as of the time this document is being published.

Name of Report	Frequency	Description	Due Dates
Special Status Report	After Event	Developments that have a significant impact on the project.	Two calendar days after the event.
Financial Reporting	Quarterly, Final	Budget, expenditures etc....	Five days after close of quarter
Management Progress Report	Quarterly	Metrics on energy savings, etc.	Five days after close of quarter
Closeout Reporting	Final	To be determined	30 days after expiration of grant
ARRA Progress Report	Quarterly	Jobs created and retained, related information	Five days after end of quarter
Property Certification Report	Final	Property secured with grant funding	End of grant period

Separate Tracking and Reporting of ARRA Funds and Outcomes

All grantees must track, account for, and report on all funds from this ARRA award, **including specific outcomes and benefits attributable to ARRA funds**, separately from all other funds.

- ARRA funds may be used in conjunction with other funding, and eligible municipalities are encouraged to leverage other funding, but tracking and reporting of ARRA funds must be separate.
- Accordingly, the grantee’s accounting systems must ensure that funds from the ARRA award are not commingled with funds from any other source.
- All municipalities receiving EECBG funding under the Bonus Pool Program must ensure that personnel whose activities are to be charged to the award will maintain timesheets to document hours worked for activities related to this award. Municipalities receiving EECBG funds will also be required to track hours charged to these funds by all sub grantees, and contractors. The municipality will need this information to calculate the number of Full Time Equivalent (FTE) positions retained or created with ARRA funds.

Jobs Performance Measures

As required by the ARRA, all Recovery grantees are to report on two performance measures related to jobs: **1) Number of jobs created, and 2) Number of jobs retained.**

According to the U.S. Office of Management and Budget (OMB) -

- A job created is a new position created and filled or an existing unfilled position that is filled as a result of ARRA; a job retained is an existing position that would not have been continued to be filled were it not for ARRA funding. A job cannot be counted as both created and retained. Only compensated employment in the United States or outlying areas should be counted.
- The estimate of the number of jobs required by ARRA should be expressed as “full-time equivalents” (FTE), which is calculated as total hours worked in jobs created or retained

divided by the number of hours in a full-time schedule, as defined by the recipient. The FTE equivalents must be reported cumulatively each quarter.

- Recipients should not attempt to report on the employment impact on materials suppliers and central service providers (so-called “indirect” jobs) or on the local community (“induced jobs”). Employees who are not directly charged to EECBG supported projects/activities, who, nonetheless, provide critical indirect support, e.g., clerical/administrative staff and departmental administrators are NOT counted as jobs created or retained.

Compliance Requirements and Penalties

Receipt of funds will be contingent on meeting the ARRA reporting requirements.

- ARRA grant recipients may expect that the information posted by the federal and state agency will identify grantees that are delinquent in their reporting.
- In addition, grant recipients who do not submit required reports by the due date may be subject to restrictions on eligibility for other federal awards, restrictions on draw-down on other federal awards, and suspension or termination of the ARRA award.

Recipient and Sub Recipient Obligations

Recipients and sub recipients of ARRA funds or other Federal financial assistance must comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and a variety of program-specific statutes with nondiscrimination requirements.

Other civil rights laws may impose additional requirements on recipients and sub recipients. These laws include, but are not limited to, Title VII of the Civil Rights Act of 1964 (prohibiting race, color, national origin, religion, and sex discrimination in employment), the Americans with Disabilities Act (prohibiting disability discrimination in employment and in services provided by State and local governments, businesses, and non-profit agencies), and the Fair Housing Act (prohibiting discriminatory housing practices based upon race, color, religion, sex, national origin, disability, or familial status), as well as any other applicable civil rights laws.

Section IV: Application Instructions and Forms

Please fill out Attachments A, B and C in their entirety.

Word versions of these Attachments are available for you to download from the OPM website at: www.ct.gov/opm/energy/arra/eecbg. Please fill out these Attachments in the Word version and convert them to PDF for submission.

1. Attachment A – Application Form

2. Attachment B – Project Budget Form

Please note that this budget sheet must reflect all sources of funds to be used for the project broken out by funding source. The Application Budget Form should reflect Bonus Pool EECBG funds under this grant under funding source (1) in the left hand

column. Additional funding sources should be added as necessary. For each funding source included on the Application Budget Form, a Category Detail Form must also be submitted (Example: If you have three funding sources, three Category Detail Forms must also be filled out and submitted).

All budget items should relate directly to the scope of activities and services described in the summary of the proposed project.

The following are examples and explanation of how to fill out the Category Detail Form.

A. Personnel

When providing information in the **Personnel Line Item**, list the following for each position being charged to the grant (***Fringe can not be charged to this grant***):

- Job Title
- Function (Describe as it relates to the project(s))
- Pay Rate
- Time to be charged (# of hours or # of days)

Example

A. Personnel			
Job Title	Job Function	Calculation	Federal Funds
Municipal Plumber	Boiler Installation	\$35/hour X 10 hours/week X 2 weeks = \$700	\$700

“Personnel” expenses may include the costs to implement the grant funded activities, but can not include costs to administer the grant. These include costs to:

- Personnel to implement grant funded services and activities.
- Grant funds shall not be used to supplant existing funds that support current positions and duties.

Note: Personnel time and attendance records must be kept for auditing purposes and will be required to be submitted with cash requests.

B. Travel and Training Expenses

- Includes costs to attend training, seminars or workshops (mileage, subsistence, registration or tuition costs).
- Includes mileage for grant project staff to conduct grant related activities or provide services.
- Mileage expenses should be those normally allowed by the applicant agency, but must not exceed federal rates. The amount allowed per mile by the applicant agency must be stated on the budget itemization.
- Costs for attending training should be included here. However, costs for conducting a training event should be included in Category G. Other.

Note: Records of travel expenditures must be kept on file for auditing purposes and will be required to be submitted with cash requests.

Example:

B. Travel and Training		
Travel Description	Travel Calculation	Federal Funds
Attend Photovoltaic Installation Workshop	45 cents/mile X 50 miles/week X 6 weeks= \$135, \$100 Registration fee	\$235

C. Equipment Purchases

List all proposed equipment and the amount per unit (e.g. boilers @ \$2,000 each). The costs for each item should include taxes (if applicable), delivery, installation, and all other related charges, except the leasing or rental of equipment, which should be entered in Budget Category E, Consulting and Contractual. Detailed inventory records must be maintained on all equipment to allow for the exercise of proper controls and to expedite the grantee's filing of reports during and at the expiration of the period of award.

Note: Equipment with an initial purchase price of less than \$25 per item should be listed in Section D, Supplies. Receipts will be required to be submitted with cash requests.

Example

C. Equipment			
Description	Quantity	Unit Price	Federal Funds
Energy Efficient Replacement Windows	20	\$500	\$10,000

D. Supplies

Enter the item, quantity and total purchase price. Consumable expenses include office supplies, postage, reproduction and printing costs. Include equipment items with an initial purchase price of less than \$25 per item. Enter supplies total.

Note: Receipts will be required to be submitted with cash requests.

E. Consulting and Contractual

- Contractual agreements are arrangements in which there is a written agreement specifying the provision of goods and services in exchange for financial reimbursement. Enter the type of service to be purchased and the fee or rate of payment intended.
- Describe the type of goods or services, cost, and duration of contract. **Scope of services and deliverables must be described in greater detail in the Project Activity Worksheet.**

Note: Documentation will be required to be submitted with cash requests.

Example:

E. Consulting & Contractual			
Type of Good or Service	Calculation	Duration	Federal Funds
XYZ Consulting – development of municipal conservation strategy	\$200/hour x 100 hours	Jan. 2010 – December 2010	\$20,000
XYZ Plumbing – Furnace installation	\$75/hour x 10 hours	Jan. 2010 – Feb. 2010	\$750

F. Facilities: Indicate the actual cost of any rented or leased space, whether for office, residence or any other purpose.

Note: Documentation will be required to be submitted with cash requests.

G. Other

Use the Other category for line items that cannot be assigned to another category (***Personnel fringe costs can not be charged to this grant***).

Note: Documentation will be required to be submitted with cash requests.

3. Attachment C - National Environmental Policy Act (NEPA) EF-1 Checklist Form

An EF-1 must be submitted for the project included in the application.

Label the top of every page of the EF-1 with: **YOUR TOWN NAME, PROJECT NAME, Recovery Bonus Pool EECBG EF-1 Form**

It is the responsibility of the applicant to ensure that the EF-1 checklist form is complete. Please be sure to number each page of the form.

Please return the completed application package to:

Supplemental Regional Bonus Pool Program
Office of Policy and Management
Energy Management Unit
450 Capitol Avenue, MS#52ENR
Hartford, Connecticut 06106-1379

Or, convert the documents to a single PDF and email as an attachment to:
opm.eecbgrecovery@ct.gov

The deadline for submitting applications is 2:00 pm, Friday, January 8, 2010. Applications submitted after this deadline will not be accepted.

The grant period for grants awarded under this opportunity ends September 13, 2012.

ALL GRANT FUNDS MUST BE OBLIGATED BY THE END OF THE PERIOD OF AWARD AND EXPENDED WITHIN 30 DAYS OF THE GRANT END DATE. Please plan your activities accordingly.

**ATTACHMENT A - OFFICE OF POLICY AND MANAGEMENT
SUPPLEMENTAL REGIONAL BONUS POOL BLOCK GRANT PROGRAM
(competitive grant)**

APPLICATION FORM

This funding opportunity is available to all 169 Connecticut municipalities. Municipalities are required to partner with at least one other town for a project of regional scope to be considered for this block grant opportunity.

1. Applicant Information (If you have more towns partnering than will fit below, please provide the required information for those towns as an attachment.) The Lead Municipality should be listed as #1. **A ‘Lead Town’ must be determined that will have responsibility for submission of application, all aspects of project management, single point of communication with the Office of Policy and Management, submission of all required reports and tracking of grant funds.**

	Names of Municipalities Partnering	Federal Employer Identification Number	DUNS Number	Federal Central Contract Registration Status (Active, Not Registered, Pending)
1.	<u>Lead Municipality</u>			
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

2. Project Officer Contact Information: This individual will be the primary contact for the lead municipality representing all the partnering towns for this grant.

- a. Name of Project Manager for this Grant:
- b. Title:
- c. Address:
- d. Phone Number:
- e. Email Address:
- f. Fax Number:
- g. Agency Name:
- h. Division Name:
- i. Unit Name:

3. Chief Financial Officer Contact Information: This individual will be the primary financial contact for the lead municipality representing all the partnering towns for this grant.

- a. Name of Project Manager for this Grant:
- b. Title:
- c. Address:
- d. Phone Number:
- e. Email Address:
- f. Fax Number:
- g. Agency Name:
- h. Division Name:
- i. Unit Name:

4. Authorized Representative: This is the person authorized to sign the grant award on behalf of the lead municipality representing all of the partnering towns under this grant. **Accompanying documentation must include either the municipal by-laws or resolution of the local legislative body granting this individual authority to sign on behalf of the lead municipality.**

a. Name of Authorized Representative:

b. Title:

c. Address:

d. Phone Number:

e. Email Address:

f. Fax Number:

g. Agency Name:

h. Division Name:

i. Unit Name:

5. Authorized Representative Signature

I _____ as authorized representative for the Town of _____ submit this application for funding under the Office of Policy and Management Supplemental Regional Bonus Pool Program and understand that funding under this program is from Connecticut's allocation of funds under the American Recovery and Reinvestment Act, Energy Efficiency and Conservation Block Grant. I attest to the truthfulness of all information provided to the Office of Policy and Management in this application.

Signed: _____ **Date:** _____

6. Partnering Towns Signatures

We the undersigned partner communities designate the Town of _____ as the ‘Lead Municipality’ under this application for funding under the Office and Policy and Management Supplemental Regional Bonus Pool Program. We understand that funding for this program is from the American Recovery and Reinvestment Act, Energy Efficiency and Conservation Block Grant. The undersigned have the authority to sign this application and assign authority to the ‘Lead Municipality’ on behalf of our respective towns.

1.

Signature Title

Printed Name

Date Town

2.

Signature Title

Printed Name

Date Town

3.

Signature Title

Printed Name

Date Town

4.

Signature Title

Printed Name

Date Town

5.

Signature Title

Printed Name

Date Town

6.

Signature Title

Printed Name

Date Town

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Signature Title

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Date Town

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Signature Title

Printed Name

Date Town

9.

Signature Title

Printed Name

Date Town

10.

Signature Title

Printed Name

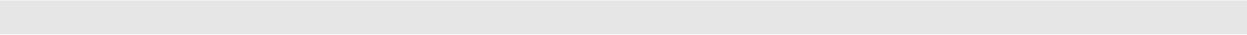
Date Town

11.

Signature Title

Printed Name

Date Town



7. Project Activity Worksheet (Please provide the following information for the project activity you are proposing under this grant.

- a. Activity Name:
- b. Under which of the fourteen federal Eligible Activities (See pages 6, 7 & 8 of the Grant Application Package.) does this project fit (If the Activity has subcategories listed please include the subcategory):
- c. Proposed Number of Jobs Created over the life of the grant:
- d. Proposed Number of Jobs Retained over the life of the grant:
- e. Proposed Energy Saved and/or Renewable Energy Generated annually (MMBTU):
- f. Proposed Greenhouse Gas (GHG) Emissions reduced annually (CO2 Equivalent - Tons):
- g. Proposed Total Budget (inclusive of all funding for the project):
- h. Proposed EECBG Funds included in Budget:
- i. Proposed Other Funding Leveraged:
- j. Complete and submit the attached Project Activity Budget Form for this project (Attachment B).
- k. Complete and submit an EF-1 Environmental checklist for this project (Attachment C).
- l. Proposed Timeline:

(Note: A Milestone/Event could be a percentage of project completion, ground breaking or any other marker determined by the applicant.)

<u>DATE</u>	<u>MILESTONE/EVENT</u>

m. Provide a summary of the proposed project. If needed you may add up to one additional page for the project description.

8. Energy Strategy

a. Do the partnering towns have an established energy efficiency and conservation strategy?

_____ Yes _____ No

b. If yes, please describe the strategy. Be sure to reference specific sections of the strategy that the proposed project in this application address.

9. State & Federal Energy Policy: In the space provided describe how the project supports and/or enhances the desired outcomes articulated in the Federal American Recovery and Reinvestment Act, Energy Efficiency and Conservation Block Grant. Please refer to page 5 of the Grant Application Package for the desired program outcomes.

10. Sustained Benefit: In the space provided describe the following:
(a) What is the regional impact/benefit provided by this project?
(b) How will this project sustain regional benefit beyond the grant period?
(a) & (b) should be in terms of energy savings/cost savings/renewable energy generated/green house gas reduction on an annual basis; and job creation or retention.

11. Waste Stream: Please indicate if this project will generate a waste stream. For activities that will generate a waste stream, describe the waste and your methodology for waste handling and disposal. For example, would window glass be recycled or disposed of in a local sanitary waste facility? How would mercury or sodium vapor lamps be disposed of? How will potentially hazardous material (e.g. asbestos containing materials, PCB's, etc...) be handled and disposed of? You may add an additional page for this if necessary.

12. Historic Register: For activities that involve buildings listed on the National Register of Historic Places, or buildings that may be eligible for listing, **please provide the age of the building and documentation of a historic preservation plan and/or documentation relative to communication you may have already conducted with the State Historic Preservation Officer (SHPO) regarding the building and project (Please attach this information to this application).** The State of Connecticut's Historic Preservation Officer is located at the Connecticut Commission on Culture & Tourism, contact Susan Chandler at (860) 256-2764 or Susan.Chandler@ct.gov. (Please note that the U.S. DOE will only consider the applicant in compliance with Section 106 of the National Historic Preservation Act (NHPA) when adequate background documentation has been submitted and has provided written concurrence that the SHPO does not object to its Section 106 determination. Information on Section 106 can be found at the Advisory Council of Historic Preservation, <http://www.achp.gov/work106.html>.)

ATTACHMENT B

Supplemental Regional Bonus Pool Program - Category Detail Form

Submit one Category Detail Form for each Funding Source listed on the Application Budget Form

A. Personnel			
Job Title	Job Function	Calculation	Total
Personnel Total:			\$0.00

B. Travel and Training		
Travel Description	Travel Calculation	Total
Travel Total:		\$0.00
Training Description	Training Calculation	
Training Total:		\$0.00
Travel & Training Total:		\$0.00

C. Equipment			
Description	Quantity	Unit Price	Total
			\$0.00
			\$0.00

			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Equipment Purchase Total:			\$0.00

D. Supplies			
Description	Quantity	Unit Price	Total
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Supplies Total:			\$0.00

E. Contractual & Consulting			
Type of Good or Service	Cost Calculation	Duration	Total
Contractual & Consulting Total:			\$0.00

F. Facilities	
Description	Total
Facilities Total	\$0.00

G. Other		
Description	Calculation	Total
	Other Total:	\$0.00
	<u>Project Total:</u>	<u>\$0.00</u>

ATTACHMENT C

U.S. DEPARTMENT OF ENERGY
GOLDEN FIELD OFFICE



GO-EF1

(2/06/02)

ENVIRONMENTAL CHECKLIST

(To Be Completed by Potential Recipient)

The Department of Energy (DOE) is required by the National Environmental Policy Act (NEPA) of 1969 as amended (42 U.S.C. 4332(2), 40 CFR parts 1500-1508) and DOE implementing regulations (10 CFR 1021) to consider the environmental effects resulting from federal actions, including providing financial assistance. Please provide the following information to facilitate DOE's environmental review. DOE needs to evaluate the requested information as part of your award negotiation.

PART I: General Information

Project Title: _____

Solicitation Number: DE-FOA-0000013

1. Please describe the intended use of DOE funding in your proposed project. For example, would the funding be applied to the entire project or only support a phase of the project? Describe the activity as specifically as possible, i.e. planning, feasibility study, design, data analysis, education or outreach activities, construction, capital purchase and/or equipment installation or modification.

2. Does any part of your project require review and/or permitting by any other federal, state, regional, local, environmental, or regulatory agency? Yes No
If yes, please provide a list of required reviews and permits in the appropriate item number in Part II.

3. Has any review (e.g., NEPA documentation, permits, agency consultations) been completed? Yes No
If yes, is a finding or report available and how can a copy be obtained?

4. Is the proposed project part of a larger scope of work? Yes No If yes, please describe.

Do you anticipate requesting additional federal funding for subsequent phases of this project? Yes No
If yes, please describe.

5. Does the scope of your project **only** involve one or more of the following:
 Information gathering such as literature surveys, inventories, audits,
 Data analysis including computer modeling,
 Document preparation such as design, feasibility studies, analytical energy supply and demand studies, or
 Information dissemination, including document mailings, publication, distribution, training, conferences, and informational programs.

If the scope of your project is **limited to** the block(s) checked above, please skip to Part III, otherwise, continue to Part II.

PART II: Environmental Considerations

Table A. Please indicate if any of the following conditions or special areas is present, required, or could be affected by your project:

Item No.	Description	Yes/No	Specific nature or type of activity or condition. If a consultation, approval, or permit applies, please describe.
1	Clearing or Excavation (indicate if greater than 1 acre)		
2	Dredge and/or Fill. Specify the number of acres involved.		
3	New or Modified Federal/State Permits And/or Requests for Exemptions		
4	Pre-Existing Contamination		
5	Asbestos		
6	Criteria Pollutants		
7	Non-Attainment Areas		
8	Class I Air Quality Control Region		
9	Navigable Air Space		
10	Areas with Special Designation (e.g., National Forests, Parks, Trails)		
11	Prime, Unique or Important Farmland		
12	Archeological/Cultural Resources		
13	Threatened/Endangered Species and/or Critical Habitat		
14	Other Protected Species (Wild Burros, Migratory Birds)		
15	Floodplains		
16	Special Sources of Groundwater (e.g., Sole Source Aquifer)		
17	Underground Extraction/Injection (non-hazardous substances)		
18	Wetlands		
19	Coastal Zones		
20	Public Issues or Concerns		
21	Noise		
22	Depletion of a Non-Renewable Resource		
23	Aesthetics		

Table B. Would your project use, disturb, or produce any chemicals or biological substances? (i.e., pesticides, industrial process, fuels, lubricants, bacteria) If not, skip to Section C.

Please indicate if any of the materials or processes listed below applies.

Item No.	Description	Yes/No	Quantity	Permit required? Type?	Specific type, use, or condition
1	Polychlorinated Biphenyls (PCBs)				
2	Import, Manufacture, or Processing of Toxic Substances				
3	Chemical Storage, Use, and Disposal				
4	Pesticide Use				
5	Hazardous, Toxic, or Criteria Pollutant Air Emissions				
6	Liquid Effluent				
7	Underground Extraction/Injection (hazardous substances)				
8	Hazardous Waste				
9	Underground Storage Tanks				
10	Biological Materials. Indicate if genetically altered materials are involved.				

Table C. Would your project require or produce any radiological materials? If not, skip to Part III.

Please indicate if any of the materials listed below applies.

Item No.	Description	Yes/No	Quantity	Permit required? Type?	Specific nature of use
1	Radioactive Mixed Waste				
2	Radioactive Waste				
3	Radiation Exposures				

Part III: Contact Information

Please provide the name of the preparer of this form and a contact person who can answer questions or provide additional information.

Preparer _____ Telephone Number _____ E-mail Address _____

Contact _____ Telephone Number _____ E-mail Address _____