**FINAL Energy Efficiency & Solar**

**Questions and Answers**

**Send Questions to** [**energy\_policy@commerce.wa.gov**](mailto:energy_policy@commerce.wa.gov)

*These questions and answers are provided in the order in which they were received.*

Includes questions received through 12/26/2018

Updated 12/28/2018

**IMPORTANT**

This is the final Questions and Answers that will be published. Thea deadline to ask questions was December 26, 2018. No additional questions will be answered for this program.

The following are questions asked during the webinar or emailed to energy\_policy@commerce.wa.gov. Some edits may have been made to avoid project-specific details in the original question or correct errors, otherwise questions are presented as submitted.

Questions voiced at the Bidders Conference held on September 18, 2018

1. How will the error in the application be addressed?
   1. Commerce will make the correction and repost the corrected application to the website by the end of the month.
2. Can a school superintendent complete the application or is ESCO needed?
   1. Yes, the application can be completed by the applicant.

Applicants who choose not to work with DES must demonstrate they have the expertise to manage their own projects, use the Energy Savings Performance Contracting guidelines or equivalent, and provide a copy of the Request for Proposal (RFP) or Request for Qualifications (RFQ) that was used to select your ESCO or energy consultant.

If an applicant is working with a DES project consultant then they must follow the Energy Savings Performance Contracting guidelines and provide a copy of the current Interagency Agreement with DES.

1. If there is a process in place for a small works roster, does that process meet the requirements?
   1. If the small works roster process allows for hiring the energy consultant, the documented process can be submitted with the application. Typically, hiring an energy consultant for the energy audit would be considered a professional service and should go through an RFQ process.

Applicants who choose not to work with DES must demonstrate they have the expertise to manage their own projects, use the Energy Savings Performance Contracting guidelines or equivalent, and provide a copy of the Request for Proposal (RFP) or Request for Qualifications (RFQ) that was used to select your ESCO or energy consultant.

If an applicant is working with a DES project consultant then they must follow the Energy Savings Performance Contracting guidelines and provide a copy of the current Interagency Agreement with DES.

1. What is the contract end date?
   1. This will be negotiated at contract. The performance period will be 24-60 months.
2. In the past, once the legislature had approved, contracts could be entered. Can construction occur at the start of the approved funding biennium? What is the approval date for construction and the date for contracting?
   1. No, construction for the scope of work covered by the grant cannot begin until the date identified in the NOFO and Guidelines. Awardees may add the work to an existing contract through a change order or amendment rather than creating a separate contract. Work that is already included in a construction contract executed prior to the date identified will not be considered for the grant.
3. Where can we get a list of ESCOs to do this type of work?
   1. This information is available on the Commerce EE&S grant page. Follow the link to the DES Energy Savings Performance Contracting webpage located here: <https://des.wa.gov/services/facilities-leasing/energy-program/energy-savings-performance-contracting>. If you are not working with the DES Energy Program you will need to go through the RFP process as identified in RCW 39.35A
4. Is there a list of approved organizations?
   1. Yes. The list is on the DES webpage located here: <https://des.wa.gov/services/facilities-leasing/energy-program/energy-savings-performance-contracting/energy-service-companies>. If you are not working with the DES Energy Program you will need to go through the RFP process as identified in RCW 39.35A
5. Are you expecting the customer to produce documentation of funds in excess of anticipated incentives and rebates without consideration of grant dollars?
   1. Incentives and rebates will be considered in one of two ways – as a guaranteed match or as a post-completion incentive or rebate. Applicants will need to show that they are providing funding at a cost to their organization in an amount that equals or exceeds the post-completion incentives. This cannot include grants from other sources. Loans are acceptable.

Example: If a project anticipates receiving an incentive or rebate for $100, the applicant is expected to provide the upfront capital for $100. Failure to do so may result in a reduced award from Commerce.

The intent is to not overfund projects. Applicants need to demonstrate a gap in funding. If a utility incentive is guaranteed up front, that would count as up-front match. If there is no guarantee, then those incentives would not be qualifying match funds due to not being capitalized.

1. If not counting the incentive as match, leverage is difficult to meet. How do applicants meet this requirements? State agencies and higher education may face challenges.
   1. Applicants can use many sources of funding to match and/or leverage the Commerce funds. Rebates that can be guaranteed by the utility are one example. Some higher education institutions have used student fees.
2. Can funds from the capital budget be used as match?
   1. State appropriated funds cannot be applied as match. Match and leverage will be reviewed on a case by case basis.
3. I saw that community solar is not approved.
   1. The intent of the project is to be owned and operated by the applicant. Other funding programs are available for community solar.
4. For buildings that are leased out, is there a 10-year minimum agreement?
   1. If the applicant is the building owner, and they lease the building to another entity, there are no stipulations on the lease term.

State agencies must own the building. All other entities may apply for buildings which they lease, as long as there is a minimum 10-year lease from the time of the final Commerce grant payment.

1. How will the 20% small town and city requirement be addressed?
   1. The 20% carve out is part of the proviso language under the Energy Efficiency section. Small towns and cities, as determined by the Office of Financial Management (OFM) will be scored first and separately. Once 20% of the funding has been awarded to small towns and cities, all remaining applicants will be scored together for the remaining funds.
2. K-12 project scoring – for awards for past biennia, what does this mean? Commerce or OSPI?
   1. School district applicants who have never previously received energy efficiency funds from the Department of Commerce through this program are eligible for an additional 5 points. This includes the lifetime of the Energy Efficiency and Solar Grants as managed by Commerce.
3. Are Tribal governments eligible?
   1. Yes. These are under local government eligibility.
4. On street lighting, would a terminal be considered a street lighting project?
   1. Municipal street lighting projects are for lights served by utility street lighting tariff and/or light the public right of way. Outdoor lighting served by a facility utility meter is not street lighting. Municipal streetlights owned and maintained by an investor owned utility are eligible for a Commerce grant. The investor owned utility must have a specific tariff for LED street lights.
5. What is the maximum email capacity?
   1. There is a 30-megabyte limit on all email. Applicants may send multiple emails if required. Please add numbering to the subject line (example: Email 2 of 3).
6. Is there a required software for providing estimates for solar production?
   1. An onsite shade analysis from Solar PathFinder, Solmetric SunEye or an equivalent report is required.
7. When are you anticipating a 2019 round?
   1. Due to the delays in the capital budget, all of the funds will be awarded in one round.

Questions through September 21, 2018

1. I was wondering if the purchase and installation of electric vehicle charging stations would be eligible under the Energy Efficiency and Solar Grants for Public Agencies program?
   1. The Energy Efficiency program does not require specific technology. Projects resulting in energy and/or operational savings will be evaluated accordingly.

Please note: Commerce has a grant underdevelopment for Electric Vehicle Infrastructure. More information is available here: <https://www.commerce.wa.gov/growing-the-economy/energy/clean-energy-fund/electrification-of-transportation/>

1. Guidelines page 8 section titled Energy Efficiency Additional Points, Is this the savings for the measure beyond what the savings for a code-compliant only measure would be?
   1. The additional points will be awarded based on the physical improvements exceeding energy code. This is separate score from the savings calculation.
2. Guidelines page 8 section titled K-12 Public School District Project Scoring, Is there a list of “outdated heating systems” or types of systems as identified by WSU-Energy Program or is this a case by case evaluation?
   1. This will be evaluated on a case by case basis as part of the application review.
3. Guidelines page 8 Solar section titled Leverage Ratio Scoring, Small Cities and Towns have a higher minimum leverage requirement than all others? 66% versus 50%. Why is that?
   1. Thank you for bringing this to our attention. The percentage has been corrected to reflect the amount applicants are required to provide.

Minimum match requirements:

• Small Cities and Towns, 33% of the total project cost (leverage ratio of 1:2)

• All others, 50% of the total project cost (leverage ratio of 1:1)

Energy Efficiency Leverage Goals

Energy Efficiency projects will be scored on the leverage ratio of non-state funding sources to state grant. Projects will be scored based on a goal of 75% (leverage ratio of 3:1).

1. Guidelines page 9 section titled Energy Efficiency Leverage Goals, the last bullet excludes use of the renewable energy incentive from being used as leverage, why?
   1. All leveraged and match funds must be upfront capital investment, secured at the beginning of the project. Because this funding source is not available upfront, applicants would need to secure funding for this portion of the project cost. Because the incentive is production based, not guaranteed, and earned over an extended period of time, it will not count towards match or leveraging requirements.
2. Guidelines page 9 section titled Sources of Leverage Funds; if utility incentives are an eligible source of leverage funds and must be upfront capital investment; does this mean that such funds must come from a previous project to be used? Presumably utilities will only provide incentive dollars after a retrofit project has been completed and thus incentives for the current project wouldn't be considered "upfront capital".
   1. If a utility is able to commit or guarantee the incentive or funding prior to the beginning of the project, Commerce will consider it match and/or leveraging funds.

In most cases, incentives an applicant has earned in the past would be considered an applicant contribution.

1. Guidelines page 13 lighting projects Sections titled Documentation for Municipal Street Lighting Projects and Documentation for School Lighting Projects sentences states “Any new lighting fixtures added during the project must be accounted for and will reduce the total project energy savings.”

**Q1:** Does this mean if there are any new lights that are officially added to the City's total street lighting count that they are energy use will be counted against the project savings? Or does this mean that if the City discovers that they miscounted and they wind up converting additional fixtures during the project that those fixtures' energy use will be counted against the project.

***A1.*** If a street light or lighting only project is adding fixtures, the additional fixtures should not be included in the cost nor the energy calculations of the application. This grant does not cover new construction.

If the scope of the project changes (such as miscounting fixtures) the applicant and Commerce will need to review this on a case-by-case basis.

**Q2:** Does it mean that if a fixture is added anywhere on the school grounds during the energy savings project that it's energy use will be counted against the project's energy savings? Or does it mean that forgotten or missed fixtures that are also being retrofit to a more efficient source will be counted against the energy savings calculated for the project?

***A2.*** For projects that are lighting only, please see answer A1.

For projects which include more than lighting: Additional fixtures’ use will be counted against the savings, as there was no baseline energy use for these fixtures. This is essentially creating new load, which will reduce the overall energy savings of the project by the amount of that new load. Depending on the fixtures, this could still result in a net savings.

If the scope of the project changes (such as miscounting fixtures) the applicant and Commerce will need to review this on a case-by-case basis.

1. Guidelines page 14 section titled ***Annual M&V***, Are you looking for documentation of a reduction in billing demand or are you asking for another round of post-installation M&V that includes fixture wattage measurements?
   1. Commerce is now requiring 1 year of M&V for lighting projects which includes:

**Fixture performance:** Report the annual maintenance required to maintain fixture operation and energy savings, Including fixture failure rates or other required maintenance.

**Control changes and performance**: Report changes in the control strategies that increase or decrees energy use. Report the annual maintenance required to maintain control operation and the energy savings.

**Energy Use Compared to Proposed Energy Use:** Provide documentation of the actual energy use compared to the proposed energy use, demand and cost.

1. The **NOFO and Guidelines** makes it sound like the applicant has an option as to whether or not they apply for Federal Funds, but the application does not have a question asking which source of funds the applicant wants to apply for. Is there an option? Which funds will they use first ARRA or the state funds? What percentage of awarded amounts will be federal funds?
   1. Question 5.02 of the Energy Efficiency application asks:

*If the funding awarded is from a federal source, will the applicant accept the award and agree to comply with the additional federal requirements?*

Which funding pool will be awarded first and the percentage of sources will depend on the applicant responses. It is likely that federal funds will be awarded first. Commerce will attempt to make awards from one funding source or the other.

1. NOFO Page 3, section 1.4 states “incentives and rebates will not be considered match funds” and Guidelines page 6 last sentence in the section titled *Funding Availability and Timing* states “Incentives and rebates will not be considered match funds.” while the Guidelines page 9 (Sources of Leverage Funds) includes utility incentives. Please clarify if utility incentives are allowed as leverage/matching funds.
   1. To be considered match and/or leverage requires that that funds be available/committed at the time of contract. If the incentive is guaranteed and available as a capital investment, it can be counted as match/leverage.
2. Why can’t state agencies with leases greater than 10 years apply for those facilities?
   1. This decision was based on the standard lease requirements for the state, as well as the state standards regarding using state funds for public gain. For more information, please refer to the Department of Enterprise Services and the Office of Financial Management.
3. Millions of dollars of public projects that are either under contract now (having assumed the previous method would continue), or would be by the end of the calendar year are in jeopardy. Is that the intent of Commerce – to delay and possibly cause the cancellation of millions of dollars of energy efficiency and/or solar projects?
   1. No, work already in progress or under contract is not intended to be delayed or canceled.
4. The ESPC (Energy Savings Performance Contracting) contracts allow for de-booking measures if grants are not won and the public entity can no longer make the project work. We operate under the assumption that public sectors want to do these projects, and that Commerce and the legislature do too. If we can still make the project fly in part or completely without a grant, then we still get jobs going in WA. Isn’t that really what is wanted?
   1. If a project is able to proceed without the grant funding, it can do so. If a project, whole or in part, will benefit from the grant, it will be subject to the requirements of the grant and related funding. This includes contract/amendment execution timelines.
5. If an applicant has an existing process to evaluate qualifications of certified energy managers or ESCOs, can we provide a description of our evaluation process in lieu of an RFQ or RFP?
   1. Applicants who choose not to work with DES must demonstrate they have the expertise to manage their own projects, use the Energy Savings Performance Contracting guidelines or equivalent, and provide a copy of the Request for Proposal (RFP) or Request for Qualifications (RFQ) that was used to select your ESCO or energy consultant. Hiring the energy consultant must comply with the state contracting laws and the Energy Savings Performance Contracting guidelines.  
      If an applicant is working with a DES project consultant then they must follow the Energy Savings Performance Contracting guidelines and provide a copy of the current Interagency Agreement with DES.
6. I caught the comment about the small cities and towns not having dedicated funding for solar? This sounds different than previous years. I have been in contact with many of these small cities and it is difficult to develop an energy efficiency only project, payback is too high and project scope very small for contractors to want to be involved. I recommend that your team looks at reviewing solar and energy projects together for these smaller cities and towns, many projects need both scopes to go to find contractors that are even remotely interested in supporting these cities.
   1. The 20% dedicated funding in SSB 6090, Chapter 2, Laws of 2018, Section 1014 is specific to the Energy Efficiency funding. Small towns and cities remain eligible for the Solar funding and benefit from reduced thresholds. All applicants, including small cities and towns can submit more than one application. All applicants can submit one application for Energy Efficiency and another application for Solar.
7. In this section of your guideline (excerpt below) (*removed for brevity)*, under Prior Grant Award, you said (on the webinar) that prior biennia meant all Department of Commerce EE grants awarded to school districts all the way back to 2010. The wording in the legislation seems more appropriately applied to “school districts that received grants in the last biennium (15-17)” which is when these priority categories first appeared. Please confirm which rounds of Commerce EE grants to school districts will apply to this prior grant award priority category.
   1. School district applicants who have never previously received energy efficiency funds from the Department of Commerce through this program are eligible for an additional 5 points. This include the lifetime of the Energy Efficiency and Solar Grants as managed by Commerce.
8. Sources of Leverage Funds. All leveraged funds must be upfront capital investment, page 8 of the Guideline. Please confirm that utility incentives, paid after project completion and verification of the project goals, and in some cases vary slightly from the estimated incentive at project inception, will be counted as applicant non-state funds when calculating leverage. Your guideline and the statements I heard from your department yesterday seem to vary.

See also Energy Efficiency Application Submission Requirements on page 12 where the word estimate is used, and includes rebates as well as incentives. Please respond whether or not a rebate will be counted as applicant non-state funds when calculating leverage.

See also page 6 in the Guideline for another contradictory statement about leverage and incentives and rebates. “To calculate funding awards, Commerce will use which ever amount is higher between the total incentives and rebates or the funding provided by the applicant. If post-completion incentives or rebates exceed the amount of funding provided at a cost to the awardee, Commerce will adjust the award to ensure the project is not funded beyond 100%. Incentives and rebates will not be considered match funds.

Please explain rebates and incentives and leverage.

* 1. Match requirements and leverage scoring, and project funding will be calculated separately. Guaranteed or committed incentives and rebates, which are guaranteed up front, would count as up-front match. All applicants are required to demonstrate that they requested grant assistance from the serving electric and gas utility. Applications are required to provide a letter from the applicant’s utility(s) stating the approximate rebate/incentive level, if funding is provided. Based on the terms in this letter, Commerce will determine if the incentive/rebate is eligible as match/leverage funding.

Incentives and rebates, which are not guaranteed, will not be considered as match/leverage funds.

Projects will require upfront funding and/or back up funding for these incentives and rebates. Applicants will need to show that they are providing funding at a cost to their organization in an amount that equals or exceeds the post-completion incentives. This cannot include grants from other sources. Loans are acceptable.

1. On page 14 of the Guideline, it states that “Street Lighting: Any street light fixtures being replaced with LED lights must be recycled and disposed of properly. They cannot be reused in other street light fixtures or sold to a third party for reuse. Recycling or disposing of an entire street light fixture seems very wasteful. Did the Guideline mean to say “lamp” instead of “fixture”?
   1. The goal of the program is to improve the efficiency of the state and remove inefficient fixtures from use.
2. The appropriation is $11 million. The offerings listed in the Guideline ($7,291,500 + $1,697,500) add up to $8,827,000. What happened to the other $2,173,000?
   1. In SSB 6090, Chapter 2, Laws of 2018, Section 1014:

* $1,400,000 is provided for minor works and standalone projects, which are not included in this Notice of Funding Opportunity.
* $500,000 is appropriated to the Department of Enterprise Services.

$273,000 is used for the administrative and overhead costs by the Department of Commerce and is not awarded.

1. Are PHA’s (Public Housing Authorities) in WA eligible for the Commerce EE and Solar grants?
   1. If a Public Housing Authority is appropriately registered as one of the entity types under the Local Agency criteria, then the organization would be considered an eligible applicant under this category.
2. The 1-year-old building has been empty and now a tenant will be occupy the space, we can’t show the usage and savings. How would we handle this on the application?
   1. Energy savings are based on current operating conditions as compared to the proposed operating conditions. Commerce will not allow modified baselines. This building would most likely be considered new construction for the purposes of this grant, and therefore, ineligible.
3. Does the 10-year lease agreement apply to tenants of government owned buildings?
   1. If the applicant is the building owner and they lease the building to another entity, there are no stipulations on the lease term.
4. Would Commerce reduce a Commerce grant if additional third party funding comes in after the grant application date? (such as higher incentive, Community group grant, Department of Agriculture grant) Please provide additional information under which circumstances, how, and when a reduction to an award could occur.
   1. Award amounts will be based on the applicant’s ability to meet the match and leverage requirements, and the gap in funding to reach 100% of the project cost.

Commerce will review all funding available and estimated at the time of award, contract negotiation, and contract execution. Commerce may initially award less funding than requested in the application. Commerce may adjust the award prior to contract execution. Any reduction in award following contract execution would be subject to the terms and conditions of the contract.

1. An ESCO would like to get a project started now (post biennium start date) then change order in added scope if the client is awarded a grant. Would Commerce accept the change order date as the start date for the project, or go back to the project start date? Could all project investment count as leverage, or only if contracted after January 1, 2019?
   1. If all work covered by the grant application is in the amendment, then executing the amendment for the work on or after the date specified is acceptable. However, the leveraged funds will be based on the scope of the project in the application.

Commerce recommends that this additional work be a new contract especially if the grant has federal funds. Once federal dollars become part of a project the entire project would need to meet the federal requirements.

1. On page 8 of the NOFO, it states that all projects must be retrofits of existing buildings and structures. Does this also apply to solar projects?
   1. Yes. The solar installation must be tied to an existing building.
2. Can one apply for a solar project for a tribally-owned and managed residential complex or does it need to be for a commercial/governmental facility only?
   1. If the property is owned and managed by an eligible applicant, the project will be considered.
3. If a single owner wants to submit for two different solar PV arrays at two different buildings in two different cities, would they be required to submit two separate applications, or would they be required to submit just one combined application, or could they decide which arrangement they preferred. Assumption is both arrays would meet the minimum requirement, and not more than the maximum grant amount per owner would be applied for either way.
   1. Applicants may submit one project per application. Given that the projects are in different cities, this sounds like two projects.

Questions through October 3, 2018

1. My question is really related to whether or not Commerce would either: Re-consider the requirement for a project to not be under contract until after January 1, 2019 (example, contract for scope authorized November 15, 2018 due to client timing restraints) OR allow a public entity to submit an application where a portion of the project is approved for a construction contract before the end of 2018, but the scope of work that is enabled by the grant funding could be added into the project if a grant is successful.
   1. See answers to questions 5 and 43.
2. The grant talks about energy savings, even for the solar component. Is the grant open to a ground mounted solar installation that is unassociated with a building?
   1. Solar installations may be ground mounted. If the project is not net-metered, applicants must provide an interconnect agreement with the utility.
3. For the M&V requirements associated with a solar grant, may Portfolio Manager be utilized as the sole tool to track and weather normalize the building’s energy use pre and post solar installation?
   1. Please see the International Performance Measurement & Verification Protocol (<https://www.nrel.gov/docs/fy02osti/31505.pdf>) for information on M&V requirements. Solar would fall under Option B, Table 1, page 22. The solar production meter is the preferred method of monitoring data. Applicants are required to submit an M&V plan with their application, which includes the method of reporting.
4. Is the grant open to a partnership between a city and a utility, where the grant funding goes to two solar installations, one on a facility owned by the city and another on a property owned by the utility? Essentially, one grant application, but two solar installations?
   1. These would be considered two separate projects and would need to apply as such.
5. We are conducting an RFQ and selecting an energy consultant outside DES and the state ESCO list. Questions 2.01, .02, .03, and .06 ask for information about our contract/contractor but we cannot commit to a contract until we know if we have the funding assistance. How should we respond to those questions?
   1. These sections are questions regarding the energy consultant that provided the energy audit and recommendations for energy efficiency projects.
6. The checklist item regarding requesting grant assistance from our electric utility is referring to funding assistance or technical assistance?
   1. Funding assistance.
7. Will projects using solar to replace grid electricity score lower than projects replacing propane, gas, or oil?
   1. No, the solar scoring processes assumes that the energy offset is grid-supplied electricity.
8. We prefer to post an RFP/Request for Proposals to obtain our contractor. Is this acceptable or does it have to be an RFQ?
   1. If the RFP complies with the Energy Savings Performance Contracting guidelines or equivalent and applicable contracting laws and policies, this is acceptable.

Applicants who choose not to work with DES must demonstrate they have the expertise to manage their own projects, use the Energy Savings Performance Contracting guidelines or equivalent, and provide a copy of the Request for Proposal (RFP) or Request for Qualifications (RFQ) that was used to select your ESCO or energy consultant. If an applicant is working with a DES project consultant then they must follow the Energy Savings Performance Contracting guidelines and provide a copy of the current Interagency Agreement with DES.

1. Regarding same topic, the NOFO says, “The information in the application regarding former state employees must…” Our association is with current Commerce staff supporting a now-expired grant we had from a different department. I assume this means current or former Commerce employees?
   1. Applicants do not need to disclose associations with a current or former Commerce employee if the relationship did not extend past the official duties of the Commerce employee.

Otherwise, yes, the information is regarding current or former Commerce employees.

1. Please clarify this underlined phrase from the NOFO pg. 11: “…will be ranked by the category of the application, requested amount of funding, energy savings, leveraging of non-state funds, with funding to be awarded to the applicants requesting the lowest per-unit amount of funding.”
   1. The ratio between funding requested and amount of energy saved or produced.
2. We were wondering if a city can partner with a non-profit as part of its energy plan? We are working on being an emergency location for the city to operate out of in case of a disaster and could use solar power to make sure we have power during such an event. Would we qualify under an agreement like that?
   1. Local agencies facilities may submit applications for leased facilities as long as there is a minimum 10-year lease from the time of the final Commerce grant payment. If no lease is in place and the non-profit is an ineligible entity, the project is unlikely to qualify. Also, see the answer to question 41.
3. Can you please provide information on which past solar grant awardees have done their project without DES?
   1. Current records indicate the following awardees did not work with DES on their solar projects:

* City of Seattle
* King County
* Northshore Utility District
* University of Washington

1. I wanted to ask you about your response to the 8th question as it relates to other Grants counting as leverage for the Solar Grants? We are applying for other grants on behalf of our clients for the solar projects. These Grants would be coming from a privately held company, and not a state or federal agency. We thought that since this money is not coming from the state government or federal government that it would be ok to count as leverage especially if it is coming from a privately held company?
   1. Yes, these funds may be listed as match and/or leverage on the application.
2. By the time we hear back on the DOC Solar Grants (Sometime in January) we would know the results of these privately held grants. Can we not apply for these grants simultaneously?
   1. Applicants can apply for funding simultaneously. Applicants must receive their non-state match funding within 12 months of receipt of their award letter.  A six-month extension may be provided on a case-by-case basis. Successful applicants that secure less than proposed in their application will have the award reduced based on the secured match amount.
3. According to one of our ESCOs, Commerce requires a hard copy of the Interagency Agreement (IAA) to be included in the application for the DOC grant. DES energy uses electronic signatures on our IAAs. Please let us know how commerce would like us to address this.
   1. Applications and all materials will only be accepted via email.
4. From the September 28 Q/A, question #29: “To be considered match and/or leverage requires that the funds be available/committed at the time of contract….” This Q/A was related to utility incentive dollars, but I presume that its timing implication applies to all leverage/match dollars. How do state agencies work within this restriction? They are not able to use legislatively appropriated funds for match, so their only option is the Treasurer’s Office (state agencies may only borrow funds through the OST). Has Commerce considered this state agency borrowing limitation and the associated timing requirements?
   1. Question 29 is specific to incentives and rebates which are not provided until completion of the project. For all other sources of funding, please see the answer to question 60. Acceptable sources of leverage and match for state agencies are included in the program guidelines. Applicant timelines and limitations will be reviewed and discussed on a case-by-case basis in accordance with the program requirements.

Question through October 11, 2018

1. Is it possible for the tribal match to be in a lower amount, rather than the 1:1? (Could they go into the same class as small cities and towns?).
   1. To be eligible for the lower match requirements, the applicant must be a town or city with a population of 5,000 or less listed on the following report: <https://www.ofm.wa.gov/sites/default/files/public/dataresearch/pop/april1/ofm_april1_population_final.pdf>
2. Is (organization name omitted) an eligible solar installer? If not, how can we find the list of approved installers and how might this organization become an approved installer?
   1. It is the responsibility of the applicant to select an energy consultant or contractor.

If the applicant chooses to work the DES, the list of pre-approved organizations is available under questions 6 and 7.

Applicants who choose not to work with DES must demonstrate they have the expertise to manage their own projects, use the Energy Savings Performance Contracting guidelines or equivalent, and provide a copy of the Request for Proposal (RFP) or Request for Qualifications (RFQ) that was used to select your ESCO or energy consultant. Hiring the energy consultant must comply with the state contracting laws and the Energy Savings Performance Contracting guidelines.

Question through October 18, 2018

1. Do organizations within the small towns and cities qualify for the reduced match and other requirements?
   1. No, eligible applicants within a small town or city do not qualify for the reduced requirements. Only the small town or city will receive the reduced requirements.
2. The City recently had an energy audit done by the Utilities. For purposes of the energy efficiency grant, I would assume we should work with DES to perform another audit?
   1. If this audit meets the requirements of Energy Savings Performance Contracting or equivalent and the applicant can meet the other requirements of managing a project without DES, then no additional audit would be required.
3. Do solar projects require an energy audit?
   1. No, solar project applicants do not need to perform an energy audit for the purposes of the solar grant. The list of application requirements for a solar project are on page 11 of the guidelines under “Solar Application Submission Requirements”.
4. What does "or equivalent" mean outside of just following DES guidelines?
   1. “Or equivalent” means that the applicant conducts an RFQ or RFP process that has the equivalent requirements of the [Energy Savings Performance Contracting guidelines](https://des.wa.gov/sites/default/files/public/documents/Facilities/Energy/ESPC-Guidelines.pdf?=39a73) to hire qualified consultant(s) or contractor(s). The consultant or contractor does not have to be a prequalified ESCO. The RFP/RFQ and the resulting project and contract must, at minimum:

* Have comparable criteria, requirements, and deliverables as the Energy Savings Performance Contracting guidelines.
* Comply with the requirements of the grant
* Comply with all other public works policies, procedures, laws, and codes.

Examples: the contractor must provide a guaranteed minimum energy savings.

1. Are there specific DES guidelines that need to be followed in order to meet "or equivalent" requirements or do all need to be met?
   1. The requirements of the guidelines must be met, with the following exceptions:

* The applicant can manage the project without DES.
* The applicant can issue an RFP/RFQ based on (at minimum) the same criteria used for selecting an ESCO. Criteria should also be project specific.
* The contractor(s)/consultant(s) do not need to be prequalified ESCOs.
* Audits are not required for solar applications.

The intent is to allow an applicant to conduct a public works contracting process outside of the DES/ESCO process, as long as the same requirements, criteria, and contract obligations are met.

1. What does WA Commerce define as Energy Performance Contracting, and how does that relate to an "or equivalent" solar contractor and 3rd party technical assistance provider?
   1. Energy Savings Performance Contracting (ESPC) is the process and guidelines as established by the Department of Enterprise Services. Applicants who choose to not work with DES are responsible for managing their project and selecting consultants and contractors. The selection process and contract must follow the same requirements, criteria, and contract obligations as the ESPC guidelines. An applicant may select a solar contractor through an RFP/RFQ as long as the selection criteria and contract requirements meet those required by the ESPC requirements.

Question through October 24, 2018

1. Please confirm that net-metered systems do not require utility interconnection agreements.
   1. If the solar project will be net-metered, applicants are not required to submit an interconnection agreement with their grant application materials. Applicants must still comply with utility requirements for net-metering.
2. For consumer green-power purchase program (potentially) related projects, are these required to have utility interconnection agreements and at what stage of interconnection application execution for the Commerce solar grant?
   1. Solar projects installed by a utility for a green power purchase program are not eligible for this grant funding. Solar projects must provide electricity and the associated cost savings to the applicant/building.
3. Please clarify, "All applicants are required to demonstrate that they requested grant assistance from the serving electric and gas utility." What form of grant assistance (WSU production incentive?) and what level of demonstration?
   1. Applicants must request financial assistance from the utility. This can be applications for existing programs or a request for specific financial support of the project. The Washington State Renewable Energy Incentive does not qualify as utility support for this requirement. A copy of a letter or email to the utility will meet the grant application requirement.
4. On "Utility bill showing last year of applicable usage", what about greenfield projects without existing utility bills?
   1. This grant funds improvement to existing buildings. New construction is not eligible.
5. The application for solar doesn’t include an option for municipal corporation, would a Housing Authority qualify to participate in the grant program base on the guidelines? If so, would I select Local Government in the application?
   1. Entities included under Local Agencies should select “Local Agency” on the application.
6. I was hoping to find out some more specifics about the requirements for the Shade Analysis portion of the submission requirements. If you can help me learn more about what exactly is required, please let me know at your earliest convenience.
   1. Applicants are required to submit a copy of the on-site shade analysis report. This analysis must be done at the proposed site of the solar installation (example: on the roof where the system will be installed). All inputs and data should reflect the site-specific information, such as cost of electricity, latitude/longitude, etc. This will be used to confirm the projections in the application.
7. Is a shading analysis performed remotely, an acceptable equivalent to Suneye and Solmetric stated on the grant application?
   1. No, solar applications must include an on-site shade analysis. Remote reports are considered supplemental.

Question through November 1, 2018

1. Can you provide guidance as to if, and how EV chargers should be included in a grant application and if the costs of chargers are eligible for grant funding? We are concerned that the inclusion of EV charging “measure” serves to erode the cost-effectiveness evaluation of the project, but we would like to impart to the application reviewers the energy benefit that would be facilitated as part of a grant award for the larger conservation project.
   1. Applicants may include electric vehicle (EV) charging stations. The energy calculations for such charging must be based on the building’s energy use and cannot include the fuel use of vehicles.

Please note: Commerce has a grant underdevelopment for Electric Vehicle Infrastructure.

More information is available here: <https://www.commerce.wa.gov/growing-the=-economy/energy/clean-energy-fund/electrification-of-transportation/>

1. Our utility bills are electronic and don’t itemize the building we’ll add solar PV to. The utility provider sent us a spreadsheet showing the metered usage for the subject building for the past three years. Is this ok, since we don’t have a “Utility bill showing last year of applicable usage.”
   1. The utility bill must be included with the application. Any other energy use documentation is supplemental. The baseline, M&V, and reporting should be measured consistently. If the baseline data for solar is based on the building use, not the utility bill, the future reports will need to be based on the same measure. The solar measurement should be based on a meter – either the solar production meter or the net-meter.
2. The Solar Grant Program is not open to new construction projects. How do you define new construction? I’m involved with a project that is retrofitting and expanding an existing building.
   1. The retrofit of the existing building would most likely qualify, however expansions do not qualify. Square footage added is considered new construction.
3. What defines a “project?” Is it based on a jurisdiction (with >1 energy conservation measures), a physical address (which may combine energy conservation measures such as HVAC and lighting), or an energy conservation measure across an number of buildings (such as installing the same type of lighting controls at a number of buildings)?
   1. Applicants may define a project. Projects can include multiple conservation improvements, and/or multiple physical addresses. The M&V data must be presented in a way that is consistent with the baseline data, so applications must be developed with the future reporting in mind. In addition, an application with multiple sites will be scored as one application.
4. If projects cannot be bundled, will you consider the overall match provided by the jurisdiction in the leverage ratio?
   1. Regardless of bundling, applications and projects will be evaluated on an individual basis. Only include funding for the scope of work in the application. Funding for other projects will not be considered match.
5. And if projects cannot be bundled, will the jurisdiction have multiple grant agreements ultimately for each “project”?
   1. With case-by-case exceptions negotiated at contract, each application will have an individual contract. Applicants may have multiple contracts, if multiple applications are successful.
6. The website states “All contracts will be performance-based, with payment made upon successful completion and commercial operation of the project.” Previously, the jurisdiction could request progress-related reimbursement requests. Can you explain your new process and intent behind the payment being withheld until successful completion?
   1. Deliverables and payment timelines will be negotiated on a contract-by-contract basis. Progress payments can be negotiated. Final payment will not be made until the project, as documented in the contract, is completed.
7. There seems to be two different timelines. In the NOFO, it states the contract performance period is “24-60 months from contract execution date.” ”In the EES Guidelines, it states projects shall “Be completed within 18 months of execution of the grant agreement. Extensions may be considered on a case-by-case basis.” Which one is correct?
   1. Both time periods are correct. The construction of the project must be completed within 18 months, with extensions on a case-by-case basis. Projects are required to report M&V following the completion of the construction. This reporting period will be included under the contract.
8. If the project must be completed within 18 months of execution, how should a jurisdiction reflect that the grant will assist implementation of a multi-year phased energy project (e.g. new lighting installed in year 1 and 2, and lighting controls in year 3)? Should the grant application only reflect the work, savings, and match that will occur in 18 months, or would you like to consider the entire project scope?
   1. Applicants applying for projects which will not be completed within 18 months should include a request for extension with their application. Otherwise, applications should reflect only the work which will be completed within the 18 month. If applicants chose the 2nd option, project cost, baseline energy, and energy projections are for the scope of work in the 18 month window only.
9. How should we consider additional temporary in-house staff time for installation of municipal streetlights? Is it a cash match?
   1. No, in-house labor (employee time, benefits, and overhead) are not eligible sources of match or leveraging.

Question through November 7, 2018

1. To avoid misinterpretation for solar projects, it would be best if Commerce could be specific and list what is meant by “the same requirements, criteria, and contract obligations as the ESPC guidelines” relative to contracting for solar without DES involvement. Appendix 2 is specific and very helpful if that is what you mean, minus the requirement for an IGA on pgs. 20-21, but with a modified report focused on energy performance and MACC (pgs. 21-23).
   1. For the purposes of this grant, Solar and Energy Efficiency projects not working with DES are required to follow the requirements, criteria, and contract obligations of Energy Savings Performance Contracting (ESPC), as listed in the ESPC guidelines. These guidelines include a list of guidance for agencies not going through the ESPC process. The only additional exception for solar is that an energy audit of the building(s) or “existing system(s)” is not required for purposes of this solar grant application. All other items in the Investment Grade Audit (IGA) report are still required, as are all other aspects of an Energy Savings Performance Contract. For more information on insuring a project complies with the ESPC guidelines, please contact the [Energy Savings Performance Contracting Office at DES.](https://des.wa.gov/services/facilities-leasing/energy-program/energy-savings-performance-contracting)
2. Item 1.11 requiring a Greenhouse Gas Reduction Plan. . . Is that a requirement? What if the applicant doesn’t have one?
   1. No, this is not a requirement for the grant. Per RCW [70.235.070](http://app.leg.wa.gov/RCW/default.aspx?cite=70.235.070), Commerce will “consider whether” the applicant has policies or plans to reduce greenhouse gas emissions.
3. Are Community Action agencies eligible applicants for the Energy and Efficiency Grants?
   1. No, non-profits are not eligible for this grant.
4. Did I read correctly that there won’t be a 2019 Commerce EE&S application period, that all the applicants will be awarded and all the funds disperse through this single 2018 application period?
   1. Yes, due to the delays in the capital budget, all of the funds will be awarded in one round.
5. If an eligible applicant receives funding to install solar through a utility’s green-power purchase program, is it required to have utility interconnection agreements and at what stage of interconnection application execution for the Commerce solar grant?
   1. Solar installations that will not be net-metered are required to submit an interconnection agreement that has been approved by the utility with their grant application. This may be an intent to interconnect. This requirement is to ensure that solar installations funded by this grant will be interconnected with the utility at project completion. If a project will be net-metered, applicants are not required to submit an interconnection agreement with their application materials.

Questions through November 15, 2018

1. My guess from the guidelines is that scoring for solar projects has two categories, (a) the proposed project—to be scored on payback (defined as $/kWh generated) (30 pts max) and made in WA components (10 pts max) = 40 pts max, and (b) the proposed leverage ratio aka amount of guaranteed match = 30 pts max. So are the two categories combined directly for a total of 70 points, or are they weighted?
   1. The maximum points a solar application can earn is 70. Categories will be scored separately and then the points added together for the total score. The following table is in section 3.2 of the [Notice of Funding Opportunity](http://www.commerce.wa.gov/wp-content/uploads/2018/10/Energy-EES-NOFO-10-5-2018.docx):

|  |  |  |
| --- | --- | --- |
| **Maximum available points are as follows:** | | **70 points** |
| Energy production | | 30 |
| Components made in Washington State | | 10 |
| Leveraging Ratio | | 30 |
|  | **Grand Total** | **70 Points** |

Questions through November 29, 2018

1. Do we include the anticipated utility rebate in the leverage ratio?
   1. Indirectly. The amount provided by the applicant is included in the leverage ratio. Leverage is the amount of funding prior to any rebates.

Example: If an applicant is providing $100, is receiving a utility rebate of $50, and is applying for a $50 grant award, the leverage is $100 to $50, or 2 to 1.

Example: If an applicant is providing $100, is receiving a utility rebate of $150, and is applying for a $50 grant award, the leverage is $100 to $50, or 2 to 1.

Example: If an applicant is providing $100, is receiving a non-state grant for $50, and is applying for a $50 grant award, the leverage is $150 to $50, or 3 to 1.

1. I assume when you verify whether the project meets the 35 year simple payback requirement, you will use the total project cost amount as opposed to the cost to the client?
   1. The simple payback will be based on the total cost of the project, as identified in the scope of work.
2. What happens if project meets the 35 year simple payback requirement at the time of the grant, but the total project cost increases due to unforeseen circumstances (e.g. market conditions, change in scope) and the simple payback extends beyond the 35 years. Will the grant be rescinded if this occurs?
   1. This would most likely fall under a scope of work change, which would be subject to the terms of the contract. Such changes will be reviewed on a case-by-case basis.
3. For the solar application, can you provide greater clarity to the item listed to provide: “ A stamped structural engineering letter confirming the roof’s structural integrity.” A full structural assessment for a solar panel installation is a detailed and potentially costly endeavor for a project that may not be pursued if grant funding isn’t received. Alternatively, it appears structural engineers are hesitant to put their stamp on a document without doing the full detailed assessment. Can you provide greater guidance for exactly what Commerce is seeking from a structural engineer for the purposes of the grant proposal?
   1. The letter should contain, at minimum, a statement that the roof will support the weight of proposed solar installation. This can be based on the current state of the building or with modifications.
4. I’m curious about the language in the Energy Efficiency Grant program guidelines regarding total project cost. The language states that, “Commerce will use a simple payback calculation to score projects. Simple payback is defined as total project costs divided by the annual energy, water, and/or sewer savings… Total project costs include all costs required to implement the project.”

**Q1:** Does this mean that Commerce will review only the portion of a project that is scoped as an energy efficiency intervention?

***A1.*** This will be based on the total project cost and energy savings submitted on the application materials.

**Q2:** As an example, if we were to replace an end-of-life system, which requires demolition to replace whether we upgrade to an energy efficient system or not, would we consider only the costs related to the energy saving portion of the project to determine the 35 year simple pay back?

***A2.*** Applicants determine the scope that is included in the application. If the total project cost includes the cost of demolition, the payback calculation will include the cost of demolition. If an applicant does not include the demolition in the scope or project cost, then this cost won’t be included in the payback calculation.

**Q3:** If we plan to upgrade an HVAC system with a code minimum system, would Commerce consider energy efficient upgrades to that code-minimum system an energy efficiency project?

***A3.*** The Energy Efficiency grant does not require specific technology or project scopes. Scoring is based on energy and/or operational savings between the existing energy use and the proposed energy use. All projects must meet the code minimum. Additional points are available for projects that exceed code.

1. Per Senate Bill 6090 section 1014, “at least 20% of each competitive grant round must be awarded to small cities or towns with a population of five thousand or fewer residents.” This section, with a heading of “Energy Efficiency and Solar Grants”, does not distinguish or separate funding allocation requirements between energy efficiency and solar grants as it pertains to the 20% allocation to small cities or towns. How did the Department of Commerce decide to allocate 20% of the energy efficiency funding grants to small cities but not to allocate 20% of the solar funding grants to the small cities when it appears to be part of Senate Bill 6090 section 1014? Can you please help me understand why the small cities are not specifically being allocated the 20% of the solar funding per section 1014?
   1. The requirement that 20% of funding go to small towns and cities is located under subsection 1 of the proviso. Subsection 1 is the funding specific to energy efficiency. The funding for solar is located in subsection 2, and does not have a specified amount for small towns and cities. Small towns and cities do have reduced requirements under the solar funding.
2. Please clarify if by installing the system on the Middle School gym roof that is currently under construction the District would not be able to apply for the Solar Grant?
   1. New construction is not eligible. Please see questions 40 and 80 for more information.
3. Are school districts building a new school eligible to apply for the Solar Grant?
   1. New construction is not eligible. Please see questions 40 and 80 for more information.
4. Our plan is to accomplish the solar install via change order under the existing contract, after the grant is awarded, since we already have a general contractor, electrical contractor and electrical engineer. Would that be allowable with the grant?
   1. The scope of work in the grant application cannot be covered under the scope of work in an active construction contract until awards are announced. If adding the scope of work through a change order, the change order must comply with the requirements of the grant. The applicant will be required to add any grant requirements not currently stipulated in the existing contract.
5. Our internal project management team has successfully implemented a number of energy efficiency projects.

**Q1**. Are we required to contract with DES for the proposed project?

***A1.*** In order to be considered, applicants not working with DES must demonstrate they have the expertise to manage their own projects. This will be evaluated during application review.

**Q2.** Are we required to utilize an ESCO for the proposed project?

***A2.*** No. Applicants are not required to work with an ESCO. If an applicant is not using a DES project consultant or ESCO, then a copy of the Request for Proposal (RFP) or Request for Qualifications (RFQ) that was used to select the energy consultant is required. Grants will be awarded for projects using Energy Savings Performance Contracting (ESPC) or equivalent <http://www.des.wa.gov/services/facilities/Energy/ESPC/Pages/default.aspx>

**Q3.** May we manage the project internally?

***A3.*** In order to be considered, applicants not working with DES must demonstrate they have the expertise to manage their own projects. This will be evaluated during application review.

1. The high school has approximately 80% and Elementary has approximately 90% of their ballasts that are magnetic. Does the grant cover the all the lights in the Schools or just the ones containing the PCB’s?
   1. Applications can include lighting that does not contain PCBs. If the scope of work only included replacing non-PCB lighting, the application would not be considered. Lighting must contain PCBs to be eligible for the additional points.
2. What type of City official qualifies as eligible for the “Organization Official” in the application? Can we list a Director who has signature authority to sign the contract/grant agreement or are you looking for the Mayor or City Manager?
   1. Applicants should determine the individual with the appropriate authority to approve and sign the application and potential contract.
3. Our project does impact a nationally and state designated historic building straddling two historic districts. In reading Governor’s Executive Order 05-05, it says the following categories of State funded capital projects require review: a) any capital construction project, and b) land acquisition projects for the purpose of capital construction. We are planning to apply for funds for an HVAC upgrade. This does not sound like a capital project and I’m wondering if the same review applies.
   1. Projects funded by this grant are considered capital construction. A written plan and/or documentation addressing compliance with Governor’s Executive Order 05-05 and/or Section 106 and NEPA is required. If the applicant deems that either of these requirements are not applicable, this must be clearly communicated and justified in the submittal.

For more information on the State 05-05 requirements: <https://dahp.wa.gov/project-review>

For more information on the Federal Section 106 requirements: <https://www.gsa.gov/real-estate/historic-preservation/historic-preservation-policy-tools-re/legislation-policy-and-reports/section-106-national-historic-preservation-act-of-1966>

For more information on the Federal NEPA requirements: <https://www.energy.gov/nepa/nepa-guidance-requirements>

1. The Program Guidelines state Commerce will accept applications for two types of lighting only projects: a) school PCB mitigation, and b) municipal street lighting projects for lights served by utility street lighting tariff and/or light the public right of way. The scope of our project also includes LED lighting at two of our Link light rail stations. I assume the station areas would be considered public right of way?
   1. Lighting included with a larger scope of work is not limited to these categories. Projects that are only lighting improvements are limited to these categories. If the applicant believes that the lighting qualifies as a municipal street lighting project for lighting the public right of way, the applicant would need to provide sufficient evidence with application materials.

Questions through December 6, 2018

1. Looking at the guidelines for the Energy Efficiency grant, it looks like only outside lighting qualifies. Would the public theater lighting qualify for consideration?
   1. If a project is only for lighting, there are requirements. However, if a project includes more than lighting upgrades, these requirements do not apply.
2. Can an applicant apply for the solar grant without a DES project consultant, ESCO, or Energy Consultant?
   1. Yes. Please see questions 2, 3, 33, 54, 68, 69, and 103 for more information.
3. Can an applicant apply for the solar grant, with all the project details and solar system specifications included in the application, without having selected a contractor?
   1. Yes. Please see question 51 for more information.
4. Can you point us in the right direction to more detailed info on the requirements for the solar installation? Specifically, we’re working on 2 separate applications: one for EE and one for solar. For the EE project there are multiple city facilities spread out across the city. The application will reflect that. For the solar grant application, there are multiple locations, too. There seems to be no mention of any restrictions on number of locations for solar PV in the Program Guidelines.
   1. The guidelines/NOFO specify “one project” per application. However, “project” is not defined. The application materials were developed assuming a project was at one location. Applicants may submit more than one application. Please see questions 2 and 81 for more information.
5. We have 3 separate addresses, but need to clarify that this is the correct approach. Do we just add each location as a separate line item in Section 3.03? Do we just expand the box in section 3.09?
   1. The application was not designed to accommodate multiple project addresses/projects. If an applicant intends to include multiple projects on one application, the applicant is responsible for doing so in a manner that is clear and understandable to the review and scoring panel. Confusion about the project information may reduce the application scores. Please see questions 2 and 81 for more information.
6. I have a question related to 2018 Energy Efficiency and Solar Grant Program. We have a local school district that is interested in placing a PV array on a new classroom addition building. Are there grants or incentives available for this through your program?
   1. This program is not open to new construction. Please see questions 80 and 40 for more information. If the PV is serving an existing building, it is eligible to apply.
7. We have a question regarding what information should be included in this response in the grant application 1.11 “Greenhouse Gas Reduction Plans effective dates (start to end).”
   1. If the applicant has a plan to reduce greenhouse gases, or other internal policy or program consistent with RCW 70.235.070, please list the effective date and end date (if applicable).
8. If the applicant does not have a Climate Action Plan or a formal plan to reduce the greenhouse gases, how do we answer this question?
   1. If the applicant does not have such a policy, please list “N/A”.

Questions through December 13, 2018

1. Will projects that list incentives and rebates be penalized on grant awards?
   1. All financial evaluations will be applied consistently to all applications. Commerce will be calculating award amounts based on all financial information provided. Incentives and rebates will only result in a reduced award if the incentives or rebates exceed the funding provided by the applicant or the project is overfunded.
2. What exactly is required for “Utility bill showing last year of applicable usage and cost of resource”?
   1. For all resources being reduced (energy, propane, water, etc.) a bill that shows the last year of use and a document (which can be the bill) which shows the rate paid for the resource (dollars per unit purchased).

Example: A water bill that shows the last year of water purchased and the amount paid per unit of water.

1. Projected savings in the Energy Grant Application. If you have multiple buildings in a school district or municipality, should we be using the Average Rates laid out in the Grant Guidelines to show the dollar savings projections? I am referring to the table where the last three years of utility bills are averaged, and then we have to show what the projections will be?
   1. Yes, the cost projections should be calculated based on the average rates provided in the NOFO and guidelines.
2. Is there a limit on the amount of applications an organization submits?
   1. No, there is no limit on the amount of applications an organization submits. Each application will be scored independently.
3. Is it ok to include multiple projects/addresses on one application?
   1. The application was designed for one project to be listed per application. The intent was that a project was at one location. If an applicant determines that one project includes multiple locations, it is ok to list all locations on one application. However, please consider the following:

* Scoring is done by application. If multiple locations are listed on one application, the score will be based on all information provided. One location’s score may be higher or lower if it is submitted on a separate application.
* All supporting materials, information, and data must be provided for all locations.
* It is the applicant’s responsibility to submit an application and materials that the review team is able to clearly understand and interpret. Confusion or ambiguity may result in a lower score.
* Any resulting contract scope of work will be based on the application materials. The application should clearly indicate what work and savings are at each location.

1. If an school district’s SWV number lists the City as the organization and the school district as the DBA, can they apply with this SWV number?
   1. Please provide the most accurate and correct SWV number on the application. If there are questions, confusion, or no SWV exists, please reach out to Department of Enterprise Services to resolve the issue. Any issues or errors with the SWV number must be resolved prior to contract.
2. If potential incentives and rebates are listed in “Preliminary Sources of Funding” (5.07 on the Energy Efficiency application or 4.07 on the Solar application) the project will appear over funded. How should incentives and rebates that are not guaranteed be included?
   1. Any potential incentives and rebased listed as a source of funding will be compared to the total anticipated rebates and incentives and the total funded by the applicant. These incentives and rebates will only be counted towards the funding of the project if they exceed the amount provided by the applicant. If the potential incentives and rebates are less than the amount funded by the applicant, they will not be considered as overfunding the project.
3. Is question 5.06 (total Non State Funds committed to the project) supposed to add up to what is in Question 5.05 and what is in Question 5.04?
   1. No, questions 5.04, 5.05, and 5.06 can match but are not required to.

5.04 is funding provided at a cost to the applicant. No grants or incentives should be listed in this section. No funding provided by other entities should be listed here. This should include any loans that the applicant will repay.

5.05 is for anticipated incentives and rebates that are not guaranteed and/or are not for the initial construction costs. This may include estimated utility rebates, or production incentives.

5.06 is for all non-state funds that have been committed to the project. This should include the funding listed in 5.04, and any other funding from non-state sources. Non-state sources include federal funding, private grants, guaranteed utility incentives, and more. The dollars listed in 5.05 should not be included in 5.06.

NOTE: On the Solar application, these questions are located in Section 4.

Questions through December 20, 2018

1. On the Certification of Organization Official, do we need to fill in the project title and budget?
   1. Yes, all fields should be completed.
2. Certification of Organization Official, do we need to update the “Organization name” in the actual document, or just read and sign?
   1. Yes, fields such as “organization name” are intended to be customized with the applicant information.
3. Is there a word count limit for the application?
   1. While there is no word count in the application, please do keep the time of the review team in mind when completing the application form. Questions should be answered completely and succinctly. If a question is asking for a number, simply provide the number and applicable unit of measurement. A narrative answer is not requested or desired for most questions on the application form. Supplemental materials will be reviewed as appropriate.
4. Can we put “see attached”?
   1. No, not as the only response. While it is ok to reference attached materials, the question must be answered in the application form. Failure to clearly answer the questions or provide the information in the application form may negatively impact application review, up to and including disqualification.
5. If a private entity is providing a grant funding for a project that also includes additional scope of work outside of our commerce grant application, can we provide a supplemental document describing the breakout of the private funding contribution?
   1. Yes. The application materials should reflect the amount of funding going towards the project. An explanation that only a portion of the funding is going towards the project can be included to explain the discrepancy between the application and the letter of support. Describing what the other funding is going towards is not required.
6. We have some clients that can only send/receive around 10mb at a time, and multiple emails at that size would freeze their email. Are we able to use ZIP files so they can send them easily?
   1. Yes, zip files are accepted.
7. I have sent a sharing request to the Department of Commerce in the Energy Star Portfolio Manager. I cannot complete the DOC grant application request of Energy Star sharing for our projects until my sharing request has been approved. Please let me know when I might be able to expect this.
   1. Sharing Energy Star is not required for application. The application instructions are to send PDF of specific reports. Please see page 7 of the Notice of Funding Opportunity for more information.

1. We have been reviewing the grant announcement for the 2018 Energy Efficiency and Solar Grant Program. We won’t be submitting an application this year but wanted to know if you anticipate this program will have a call for applications in 2019?
   1. Please see questions 19 and 91. The Governor’s 2019-2021 budget proposal does include additional funding for this program, however those funds are not guaranteed until the Capital budget is enacted. More information on the proposed 2019-2021 budget is available here: <https://ofm.wa.gov/budget/state-budgets/gov-inslees-proposed-2019-21-budgets>
2. It mentions agencies or entities can apply but the application does not have any option to select that status. We are a non-profit seeking to produce sustainable transitional housing and wrap around care using installation methods that allow for greater than 40-60% efficiency improvements over existing methods. Can we still apply?
   1. This grant is open to the following organization types:
      * Local Agencies which includes city and any town, county, special district, municipal corporation, agency, port district or authority, tribal government, or political subdivision of any type, or any other entity or authority of local government in corporate form or otherwise.
      * Public Higher Education Institutions
      * K-12 School District
      * State Agencies

Questions through December 26, 2018

1. The program does not fund conversion of methane from wastewater facilities to electricity. This conversion makes use of a waste product (methane) as an alternative fuel for production of heat and electricity and can reduce power use significantly. We would like to advocate for inclusion of electrical generation from methane in the energy conservation funding program.
   1. Please see questions 20 and 98 (specifically Sub Question 3). The purpose of this grant is energy and operational cost savings – there is no requirement for the methods or technologies used to achieve this outcome. If the project meets the requirements under the program, the project would be considered.
2. Is a city-wide water metering project exempted from Portfolio Manager reporting in a similar way that Streetlighting is? Portfolio Manager reports on building square footage, which not a usable metric for water meters, and losses from those meters.
   1. No, without more information on the project, the requirement applies to water metering. Please submit the ENERGY STAR® Progress & Goals Report (PDF) for each meter that would be impacted as required for the application. Square footage can be listed as “N/A” if a justification for the “N/A” is provided.