|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| UPDATED 10/5/2018  Energy Efficiency and Solar Grants  Energy Efficiency Application | | | | | | | | | | | | | | |
| The following updates have been made as of 10/5/2018  *Changes in the document are highlighted in yellow.*   1. **Deadline Extended:**   Applications must be received by 5:00 PM (PST) on Monday, December 31, 2018.  Successful Applicants will be notified by close of business March 1, 2019.   1. **Questions 2.01 and 2.02:**   Changed to clarify that that information is for the Contractor or Energy Consultant.   1. **Question 1.09:**   The link to the Office of Financial Management April 1, 2018 Population Determination was updated:  The new link is:  <https://www.ofm.wa.gov/sites/default/files/public/dataresearch/pop/april1/ofm_april1_population_final.pdf>  The previous link was:  <https://www.ofm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates/april-1-population-estimates-program-information>   1. **Question 5.04:**   The reference to question 4.07 was corrected to question 5.07.   1. **Question 5.05:**   The instructions referencing question 4.04 were removed.  Updated to:  Previous instructions removed.  Previously:  If you answered “yes” to question 4.04, the lifetime value of the Incentive must be deducted from the non-state funds contributed.   1. **Checklist Item *A letter from the applicant’s utility(s) stating the approximate rebate/incentive level*:**   Updated to:  Required if Utility Incentive/rebates are claimed as match or leveraging funds.  N/A was added as an answer option.  Previously:  Required by all applicants.   1. **Spelling errors were corrected.**   These have not been highlighted.  Please note: Updates were also made to the Guidelines and applications for this program. | | | | | | | | | | | | | | |
| UPDATED 10/5/2018  Energy Efficiency and Solar Grants  Energy Efficiency Application  General Information | | | | | | | | | | | | | | |
| Directions:   1. Please complete the form on this table. Cells will expand to accommodate longer responses.    * Questions regarding the application *process* may be emailed to [energy\_policy@commerce.wa.gov](mailto:energy_policy@commerce.wa.gov). 2. Save the document with this file name structure:    * <Name of Submitting Entity>\_EE&S\_EE APP 3. Print [Section 7](#_Section_7:_CERTIFICATION), “Certification of Organization Official”, then read, sign, scan, and save as:    * <Name of Submitting Entity>\_EE&S\_EE CERT ORG   Upon the completion of steps 1 – 3, email the following to: [energy\_policy@commerce.wa.gov](mailto:energy_policy@commerce.wa.gov) Please make the subject line: <Name of Submitting Entity>\_EE&S\_EE APP PKG   * + 1. Application Form     2. Certification of Organization Official     3. Required Attachments   + *The Application must be received by 5:00 PM (PST) on Monday, December 31, 2018. Successful Applicants will be notified by close of business March 1, 2019.* | | | | | | | | | | | | | | |
| Section 1: Applicant Information | | | | | | | | | | | | | | |
| 1.01 | Organization Name: | | | | Click or tap here to enter text. | | | | | | | | | |
| 1.02 | Organization Mailing Address: | | | | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | | | | | | | | | |
| 1.03 | Organization Website: | | | | | Click or tap here to enter text. | | | | | | | | |
| 1.04 | Email #1: | Click or tap here to enter text. | | | | Email #2: | | | | Click or tap here to enter text. | | | | |
| 1.05 | Phone #1: | Click or tap here to enter text. | | | | Phone #2: | | | | Click or tap here to enter text. | | | | |
| 1.06 | Organization Official’s Name: | | | | | Click or tap here to enter text. | | | | | | | | |
| 1.07 | Official’s Title: | | | | | Click or tap here to enter text. | | | | | | | | |
| 1.08 | Email: | Click or tap here to enter text. | | | | Phone: | | | | Click or tap here to enter text. | | | | |
| 1.09 | The applicant is which of the following: | | | | | | | | | | | | | |
| Small City or Town with a population of 5,000 or less as defined here:  https://www.ofm.wa.gov/sites/default/files/public/dataresearch/pop/april1/ofm\_april1\_population\_final.pdf | | | | | | | | | | | | | |
| Local Government | | | | | | | | | | | | | |
| State Agency | | | | | | | | | | | | | |
| K-12 Public School District | | | | | | | | | | | | | |
| Public Higher Education Institution | | | | | | | | | | | | | |
| 1.10 | Statewide Vendor Number (SWV) | | | | | | | | | Click or tap here to enter text. | | | | |
| Applicant Universal Business Identifier (UBI) | | | | | | | | | Click or tap here to enter text. | | | | |
| Applicant Tax Identification Number (TIN) | | | | | | | | | Click or tap here to enter text. | | | | |
| Applicant DUNS # (<https://fedgov.dnb.com/webform/pages/CCRSearch.jsp>) | | | | | | | | | Click or tap here to enter text. | | | | |
| 1.11 | Greenhouse Gas Reduction Plans effective dates (See www.ofm.wa.gov): | | | | Start: Click or tap here to enter text. | | | | | End: Click or tap here to enter text. | | | | |
| Section 2: Contractor Information | | | | | | | | | | | | | | |
| 2.01 | Contractor or Energy Consultant Contact: | | | | | Click or tap here to enter text. | | | | | | | | |
| 2.02 | Contractor or Energy Consultant Contact: | | | | | Click or tap here to enter text. | | | | | | | | |
| 2.03 | Email: | Click or tap here to enter text. | | | | Phone: | | | | | Click or tap here to enter text. | | | |
| 2.04 | Does the applicant have an Interagency Agreement with the Department of Enterprise Services (DES) for Energy Saving Performance Contracting (ESPC)? | | | | | | | | | | | | | |
| Yes | | | | | No | | | | | | | | |
| *If yes, include your current Interagency Agreement with DES.* | | | | | | | | | | | | | |
| If you are working with DES, have they reviewed the Energy Service Proposal? | | | | | | | | | | | | | |
| Yes | | | No | | | | N/A | | | | | | |
| 2.05 | Does the applicant currently have a contract directly with an energy services company (ESCO)? | | | | | | | | | | | | | |
| Yes | | | | | No | | | | | | | | |
| *If yes, include the Request for Proposal that was used to select your ESCO.* | | | | | | | | | | | | | |
| ESCO's guaranteed cost or maximum allowable construction cost: | | | | | Click or tap here to enter text. | | | | | | | | |
| 2.06 | Does the applicant currently have a contract with a licensed engineer/certified energy manager? | | | | | | | | | | | | | |
| Yes | | | | | No | | | | | | | | |
| *If yes, include the Request for Qualifications that was used to select the licensed engineer/ certified energy manager.* | | | | | | | | | | | | | |
| 2.07 | Date the final Energy Services Proposal or equivalent was completed. (MM/DD/YYYY) | | | | | Click or tap here to enter text. | | | | | | | | |
| Section 3: Project Information | | | | | | | | | | | | | | |
| 3.01 | Project Title: | | | | | Click or tap here to enter text. | | | | | | | | |
| 3.02 | Estimated project completion date (MM/DD/YYYY) | | | | | Click or tap here to enter text. | | | | | | | | |
| 3.03 | Project Physical Address: | | | | | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | | | | | | | | |
| 3.04 | Project Contact Name: | | | | | Click or tap here to enter text. | | | | | | | | |
| Email: | Click or tap here to enter text. | | | | Phone: | | | | Click or tap here to enter text. | | | | |
| 3.05 | State Legislative District (number) | | | | | Click or tap here to enter text. | | | | | | | | |
| 3.06 | Expected construction start date (MM/DD/YYYY) | | | | | Click or tap here to enter text. | | | | | | | | |
| 3.07 | Historic Preservation: Does this project impact building(s) over 50-years old and/or proposes ground altering activities? | | | | | | | | | | | | | |
| Yes | | | | | No | | | | | | | | |
| *If yes, include documentation consistent with Governors Executive Order 05-05.* [*https://dahp.wa.gov/project-review*](https://dahp.wa.gov/project-review) | | | | | | | | | | | | | |
| 3.08 | Building square footage impacted by project: | | | | | Click or tap here to enter text. | | | | | | | | |
| *Continues on page 3* | | | | | | | | | | | | | | |
| 3.09 | What will this project include (select all that apply) | | | | | | | | | | | | | |
| Municipal Street Lighting | | | | | | | | | | | | | |
| School - Lighting with PCB mitigation | | | | | | | | | | | | | |
| School - Outdated heating systems that use oil or propane | | | | | | | | | | | | | |
| Building Envelop | | | | | | | | | | | | | |
| Building Mechanical | | | | | | | |  | | | | | |
| Building Service Water Heating | | | | | | | | | | | | | |
| Building Interior Lighting | | | | | | | | | | | | | |
| Building Exterior or Parking Lighting | | | | | | | | | | | | | |
| Plug load control | | | | | | | | | | | | | |
| Refrigeration | | | | | | | | | | | | | |
| Commissioning | | | | | | | | | | | | | |
| Process Energy | | | | | | | | | | | | | |
| Fuel Conversion | | | | | | | | | | | | | |
| Water Efficiency | | | | | | | | | | | | | |
| 3.10 | For school lighting projects: | | | | | | | | | | | | | |
| How many fixtures are being replaced? | | | | | Click or tap here to enter text. | | | | | | | | |
| How many fixtures being replaced have PCBs? | | | | | Click or tap here to enter text. | | | | | | | | |
| Percentage of fixtures being placed that have PCBS: | | | | | Click or tap here to enter text. | | | | | | | | |
| 3.11 | Please provide a narrative of the project: | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | |
| Section 4: Energy Information | | | | | | | | | | | | | | |
| 4.01 | Energy Usage Please provide energy cost data.  Baseline: The annual average cost for the last three years.  Projection: The projected annual cost after the improvements are completed.  *Attach additional pages if necessary.* | | | | | | | | | | | | | |
| Resource | | | Baseline | | | | Projection | | | | | | |
| Electricity (kWh) | | | $ Click or tap here to enter text. | | | | $Click or tap here to enter text. | | | | | | |
| Natural Gas (Therms) | | | $ Click or tap here to enter text. | | | | $Click or tap here to enter text. | | | | | | |
| Oil (Gallons) | | | $ Click or tap here to enter text. | | | | $Click or tap here to enter text. | | | | | | |
| Propane (Gallons) | | | $ Click or tap here to enter text. | | | | $Click or tap here to enter text. | | | | | | |
| Water (Gallons) | | | $ Click or tap here to enter text. | | | | $Click or tap here to enter text. | | | | | | |
| Other Energy Saved: Click or tap here to enter text. | | | $ Click or tap here to enter text. | | | | $Click or tap here to enter text. | | | | | | |
| Other Operating Savings: Click or tap here to enter text. | | | $ Click or tap here to enter text. | | | | $Click or tap here to enter text. | | | | | | |
| *Continues on page 4* | | | | | | | | | | | | | | |
| Section 5: Funding Information | | | | | | | | | | | | | | |
| 5.01 | Total project Cost | | | | | Click or tap here to enter text. | | | | | | | | |
| 5.02 | Dollar Amount of Funding Requested: | | | | | Click or tap here to enter text. | | | | | | | | |
| If the funding awarded is from a federal source, will the applicant accept the award and agree to comply with the additional federal requirements? | | | | | | | | | | | | | |
| Yes | | | | | No | | | | | | | | |
| 5.03 | Other state funds | | | | | | | | | | | | | |
| Yes | | | | | No | | | | | | | | |
| 5.04 | Total funded by the applicant: | | | | | Click or tap here to enter text. | | | | | | | | |
|  | *This is funding provided at a cost to the applicant. It may include loans to be paid back by the applicant. Grants and funding provided by other entities do not qualify. This amount must be consistent with the information provided in 5.07 below.* | | | | | | | | | | | | | |
| 5.05 | Total anticipated rebates and incentives: | | | | | Click or tap here to enter text. | | | | | | | | |
| *This amount must include all post-completion incentives and rebates which the applicant anticipates receiving. This amount must be consistent with the information provided in 4.07 below and include the estimated lifetime amount of all tax credits, incentives, and rebates.* | | | | | | | | | | | | | |
| 5.06 | Total non-state funds committed to the project ($ number). | | | | | Click or tap here to enter text. | | | | | | | | |
| *Previous instructions removed.* | | | | | | | | | | | | | |
| 5.07 | Preliminary Sources of Funding Please provide estimated sources of funding below. Include all rebates and incentives which the applicant will receive.  *Attach additional pages if necessary.* | | | | | | | | | | | | | |
| Source of Funds | | | Type of Funds | | | | Budget Amount | | | | | | |
| Click or tap here to enter text. | | | Choose an item. | | | | $Click or tap here to enter text. | | | | | | |
| Click or tap here to enter text. | | | Choose an item. | | | | $Click or tap here to enter text. | | | | | | |
| Click or tap here to enter text. | | | Choose an item. | | | | $Click or tap here to enter text. | | | | | | |
| Click or tap here to enter text. | | | Choose an item. | | | | $Click or tap here to enter text. | | | | | | |
| Click or tap here to enter text. | | | Choose an item. | | | | $Click or tap here to enter text. | | | | | | |
| Click or tap here to enter text. | | | Choose an item. | | | | $Click or tap here to enter text. | | | | | | |
| Click or tap here to enter text. | | | Choose an item. | | | | $Click or tap here to enter text. | | | | | | |
| Click or tap here to enter text. | | | Choose an item. | | | | $Click or tap here to enter text. | | | | | | |
| Click or tap here to enter text. | | | Choose an item. | | | | $Click or tap here to enter text. | | | | | | |
| Click or tap here to enter text. | | | Choose an item. | | | | $Click or tap here to enter text. | | | | | | |
| Click or tap here to enter text. | | | Choose an item. | | | | $Click or tap here to enter text. | | | | | | |
| *Continues on page 5* | | | | | | | | | | | | | | |
| Section 6: Attachment Checklist | | | | | | | | | | | | | | |
| What | | | Link | | | | Requirement | | | | | Included | | |
| Historic Preservation Documentation consistent with Governors Executive Order 05-05 and/or Section 106 and NEPA. If the applicant deems that these requirements are not applicable, this must be clearly communicated and justified in the submittal. | | | [*https://dahp.wa.gov/project-review*](https://dahp.wa.gov/project-review) | | | | If answer to 3.07 is “yes”. | | | | | Yes | N/A | |
| Interagency Agreement with DES. | | | N/A | | | | If answer to 2.04 is “yes”. | | | | | Yes | N/A | |
| Request for Proposal that was used to select your ESCO. | | | N/A | | | | If answer to 2.05 is “yes”. | | | | | Yes | N/A | |
| Request for Qualifications that was used to select the licensed engineer/ certified energy manager. | | | N/A | | | | If answer to 2.06 is “yes”. | | | | | Yes | N/A | |
| Investment Grade Audit, Energy Service Proposal, Utility Lighting Worksheet, or equivalent. | | | N/A | | | | Required for All Applicants. | | | | | Yes | | |
| Provide detailed documentation by uploading the Energy Services Proposal or other document explaining project scope. | | | N/A | | | | Required for All Applicants. | | | | | Yes | | |
| Provide spec sheets for any products and equipment which exceed current Washington State energy code. | | | N/A | | | | Required for All Applicants. | | | | | Yes | N/A | |
| All applicants are required to demonstrate that they requested grant assistance from the serving electric and gas utility. | | | N/A | | | | Required for All Applicants. | | | | | Yes | | |
| Utility bill showing last year of applicable usage and cost of resource | | | N/A | | | | Required for All Applicants. | | | | | Yes | | |
| A letter from the applicant’s utility(s) stating the approximate rebate/incentive level | | | N/A | | | | Required if utility incentives/rebates are claimed as match and/or leveraged funds. | | | | | Yes | | N/A |
| Measurement and Verification Plan | | | N/A | | | | Required for All Applicants. | | | | | Yes | | |
| Energy Star Documentation and Sharing or Street lighting audit forms. The building(s) current EPA ENERGY STAR Portfolio Manager® score and/or energy use intensity (EUI) (except for street lighting-only projects) - please provide printout from the website. | | | <https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager/get-started-benchmarking> | | | | Required for All Applicants. | | | | | Yes | | |
| *End of Application* | | | | | | | | | | | | | | |

Section 7: CERTIFICATION OF ORGANIZATION OFFICIAL

|  |  |
| --- | --- |
|  | Energy Efficiency and Solar Grant Energy Efficiency Certification of Organization Official |

|  |  |
| --- | --- |
| Project Title | |
|  | |
| Project Budget | $ |
| CERTIFICATION OF ORGANIZATION OFFICIAL  I certify, on behalf of (Organization name) that (Organization name) will adhere to all utility, local, state, and federal laws, regulations, and policies that are applicable to the Energy Efficiency and Solar Grant Program. I will also ensure adherence to the operations of (Organization name) and the scope of the proposed project.  (Organization Name) has all necessary, current business licenses and regulatory approvals required in the state of Washington, including but not limited to current registration status with the Secretary of State and Department of Revenue.  I have read the OFM Finance Guidelines and will adhere to state prevailing wage laws (Chapter 39.12 RCW), as applicable.  The project proposed in this application could not go forward at the scale or on the schedule proposed without the requested funding. (Organization name) will use any funds received under this request, to supplement, not to supplant, other funds.  Pursuant to chapter 42.52 RCW, (applicant name) will identify and disclose any past or current association with current Department of Commerce employees. This includes any Department of Commerce employees or former employees employed by the firm or on the firms governing board during the past twenty-four months, and any ongoing family, personal, volunteer, or academic relationships with current Commerce employees. Any relevant relationships identified following the original application must be disclosed to the Department as soon as possible, within 5 business days. The applicant will collect and disclose this information to the Department on behalf of the first and second tier subcontractors.  If a conflict of interested is identified, (applicant name) will work with the Department to pursue available alternatives to address the conflict of interest. If (applicant Name) fails to identify and/or disclose a potential conflict of interest, including those of the relevant subcontractors, or if the Department determines that the conflict interest is unable to be addressed (applicant name) understand that they may be disqualified and the contract terminated with full repayment to the Department. Commerce reserves its right to pursue all available remedies under the law to address the violation.    (Organization Name) certifies it is not using any other state grants as part of this project. | |
| Signature Date | |
| Print Name Title | |

## Section 8: APPLICATION PROCESS SURVEY

Survey Questions

*The following questions are intended to help us improve our application process. Please indicate your agreement/disagreement with the following statements.*

*Your responses will not impact the evaluation of your application in any way.*

1: Strongly Disagree

2: Disagree

3: Neither Agree nor Disagree

4: Agree

5: Strongly Agree

|  |  |
| --- | --- |
| Name of Applicant: | |
|  | |
| Application Survey Questions | Responses |
| 1. The guidelines provided enough information on the program. |  |
| 1. The Bidders Conference was helpful introducing the application process |  |
| 1. The Notice of Funding Opportunity (NOFO) application instructions were clear. |  |
| 1. The NOFO application process was easy to follow. |  |
| 1. I was able to receive the assistance I needed from Commerce to complete the application. |  |
| 1. Commerce staff was timely in responding to process related inquiries. |  |
| 1. I had adequate time to prepare the application prior to the deadline. |  |
| 1. Given program requirements, the application process was reasonable. |  |