

STATE OF COLORADO

GOVERNOR'S ENERGY OFFICE

1580 Logan Street, Suite 100
Denver, CO 80203-1625
Phone: (303) 866-2100
1-800-632-6662
Fax: (303) 866-2930
geo@state.co.us
www.colorado.gov/energy



Bill Ritter, Jr.
Governor

Tom Plant
Director

Dear Applicants,

It is important to read this Request for Applications (RFA) application completely prior to responding. All previous grant winners have been awarded due to their understanding of the requirements articulated within this RFA.

Thank you for your interest in the Governor's Energy Office RFA. Governor Ritter salutes the many companies and organizations that are engaged in advancing the New Energy Economy and establishing Colorado as a national leader in innovation and implementation of energy efficiency and renewable energy.

We understand that you spend many days putting together a grant request; however failure to follow guidelines will lead to disqualification. We must maintain a level playing field and these requirements are essential to ensure a fair process for all. So please pay attention to the grant guidelines.

We acknowledge that you fully expect your project to win the competitive process for an ARRA grant. We expect you wouldn't bother to submit an application otherwise. If previous grant cycles are any indication, we will receive far more applications than we can fund. Effectively conveying the reasons you believe your project is superior will require effort. It should be understood that this process is very competitive and only well thought out applications that meet the guidelines contained in each RFA should be submitted. The High Performance Design (HPD) grant opportunity has up to \$150,000 available for project funding.

This RFA has the following mandatory requirements:

- All RFA submissions must be received at grants@state.co.us by 5:00pm on June 14th, 2010. The GEO is not responsible for technical or submission issues at the time of submission. If the GEO inbox has a timestamp of 5:01pm or after the submission is automatically disqualified from review. All Attachments are required using GEO provided templates unless otherwise stated.
- A detailed budget must outline the grant funding request within this application.
- You must provide projected timeline/milestones for the project that begins with the listed start date.
- ARRA funding requires that all sub-contracted work be bid competitively. You must provide justification of a competitive process if this step has been completed before the grant submission deadline.

Upon a grant award the GEO has the right to request any additional information or documentation for contracting purposes. Any entity that does not provide such information or documentation within 30 days of grant award will automatically be disqualified from grant funding.

Once again, thank you for your participation in the New Energy Economy and your commitment to a sustainable future for Colorado.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Plant". The signature is fluid and cursive, with the first name "Tom" and last name "Plant" clearly distinguishable.

Tom Plant
Director, Governor's Energy Office

American Recovery and Reinvestment Act

High Performance Design (HPD) Grants

\$150,000

Funded by SEP-ARRA

GUIDELINES AND REQUEST FOR APPLICATIONS (RFA)

Application must be submitted electronically and received by:
June 14th, 2010 at 5:00 p.m. MST



May 2010

THE GOVERNOR'S ENERGY OFFICE
1580 Logan Street, Suite 100
Denver, CO 80203

www.rechargecolorado.com

Governor's Energy Office energy efficiency and renewable energy updates

<http://www.colorado.gov/recovery/>

Colorado's American Recovery & Reinvestment Act updates –all programs

www.recovery.gov

White House recovery website

**Governor's Energy Office
American Recovery and Reinvestment Act
High Performance Building Program
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Attachments:

Attachment B-Business Certification-Required (PDF format provided by the GEO is required with the application submission). This Attachment can be submitted as a PDF, Word Document, or Scanned Image (JPEG, GIF, or TIF).

Attachment C-Required- Architectural drawing(s) and/or specifications illustrating the baseline strategy time-stamped or otherwise verified to have been completed prior to the date the grant application opens. (Note: for plans included as part of a submitted drawing set, please include just the pages relating to the strategy; complete plan sets will be requested at the discretion of the GEO and arrangements will be made for delivery)

Attachment D-Required- Architectural drawing(s) and/or specifications illustrating the proposed strategy.

Appendices:

Appendix #1- State of Colorado Supplemental Provisions for Contracts and Grants using Funds Provided under the American Recovery and Reinvestment Act of 2009 (ARRA Funds)-Please Review

Appendix #2 – Solicitation Terms for ARRA Acquisitions

Appendix #3- State of Colorado Model Contract-Please Review

I. Grant Background Information

A. ARRA – High Performance Design (HPD)

The American Recovery and Reinvestment Act (ARRA) presents an extraordinary opportunity to strengthen Colorado's New Energy Economy and create new green jobs across the state. With this opportunity also comes a need for additional oversight to ensure these funds are invested effectively, efficiently, wisely, and with an unprecedented level of transparency and accountability. The Governor's Energy Office (GEO) will work diligently to honor this responsibility to the taxpayers and the public. The GEO will use recovery dollars to eliminate barriers to energy efficiency and renewables for homeowners and businesses.

The purpose of this RFA is to assist public and non-profit new construction projects achieve higher levels of performance than they would otherwise be able to reach. In particular, this grant is intended to help overcome high performance barriers for projects in danger of not meeting high performance standards or those that will utilize innovative market-ready solutions that advance the field of high performance design. It will do so by helping to pay for the equipment required to implement a particular strategy on a new building. The grant opportunity is limited to public and non-profit building projects, defined as buildings whose ownership will be a public or non-profit entity at the completion of construction. The grant opportunity is limited to projects that have proceeded beyond conceptual design to at least the schematic design phase. The GEO has up to **\$150,000** available in total for this competitive grant.

Strategies as defined for the purpose of this grant include the application of commercially viable technologies to a building project in the form of resource efficiency upgrades or performance-enhancing

technologies. Resource efficiency measures could be things such as advanced insulation, a high performance HVAC system, or a technology that dramatically reduces water consumption. Performance-enhancing technologies could include things such as tubular daylight devices, better air filtration equipment, or the introduction of natural elements into interior spaces. These strategies should be either outside of the current scope for the project and contingent upon the grant award and/or technologies that will advance the knowledge and application of a cutting edge technology.

C. ARRA – Goals

The goals of the ARRA Act include the following:

1. To preserve and create jobs and promote economic recovery.
2. To assist those most impacted by the recession.
3. To provide investments needed to increase economic efficiency by spurring technological advances in science and health.
4. To invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits.
5. To stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Organizations are to manage and expend ARRA funds so as to achieve these goals, including commencing expenditures and activities as quickly as possible, consistent with prudent management. Contract planning, evaluation, and award must align with these goals.

Colorado has been selected as one of sixteen core states which will be monitored and audited over the next three years to provide an analysis of the use of funds under the ARRA.

II. Administrative Information

A. ARRA Specific Requirements

NOTE: This note is provided to remind Applicants of existing federal guidance and is to assist when receiving and/or awarding contracts/subcontracts using funds made available under the American Recovery and Reinvestment Act of 2009, Pub L. 111-5 (ARRA or the Act). It is the responsibility of Awarded Applicants to ensure compliance with all ARRA regulations and requirements imposed by the acceptance of this grant. The **Appendix #1, State of Colorado Supplemental Provisions for Contracts and Grants using Funds Provided under the American Recovery and Reinvestment Act of 2009 (ARRA) Funds** and **Solicitation Terms for ARRA Acquisitions, Appendix #2**, provides contract requirements specifically for this grant. In addition to the ARRA requirements, DOE grant specific requirements may be incorporated into contract.

Awarded Applicants will be required to obtain a DUNS number (or updating the existing DUNS record), and register with the Central Contractor Registration (CCR).

Each Grantee awarded funds made available under the Recovery Act shall promptly refer to an appropriate inspector general any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor, or other person has submitted a false claim under the False Claims Act or has

committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds.

B. Proprietary/Confidential Information

Any restrictions of the use of or inspection of material contained within the application shall be clearly stated in the application itself. Written requests by the Applicant for confidentiality shall be submitted to the GEO in advance of the application submission deadline. Please allocate sufficient time prior to the application submission deadline to allow for a response by the GEO. The Applicant must state specifically what elements of the application are to be considered confidential/proprietary and must state the statutory basis for the request under Public (open) Records Act. (Section 24-72-201 et. seq., C.R.S.).

Confidential/Proprietary information must be readily identified, marked and separated/packaged from the rest of the application. Co-mingling of confidential/proprietary and other information is not acceptable. Neither an application, in its entirety, nor application price information will be considered confidential and proprietary. Any information that will be included in any resulting contract cannot be considered confidential. The GEO will make a written determination as to the apparent validity of any written request for confidentiality. In the event the GEO does not concur with the Applicant's request for confidentiality, the written determination will be sent to the Applicant. Ref. Section 24-72-201 et. seq., C.R.S., as amended, Public (open) Records Act.

C. Organizational Conflict of Interest- Requirements of this Application and Subsequent Contract

Any business entity or person is prohibited from being awarded a contract if the business entity or person has an "Organizational Conflict of Interest" with regard to this solicitation and the resulting contract.

No person or business entity who was engaged by the State to prepare the original grant application or has access prior to the solicitation, to sensitive information related to this procurement process, including, but not limited to requirements, statements of work, or evaluation criteria, will be eligible to directly or indirectly submit or participate in the submission of an application for this grant solicitation. The State considers such engagement or access to be an Organizational Conflict of Interest, which would cause such business entity or person to have an unfair competitive advantage.

If the State determines that an Organizational Conflict of Interest exists, the State, at its discretion, may cancel the contract award. In the event the Awarded Applicant was aware of an Organizational Conflict of Interest prior to the award of the contract and did not disclose the conflict to the procuring agency, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed by subcontractors in connection with the performance of the contract, with the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

D. RFA Response Material Ownership

The State has the right to retain Applicants original applications and other RFA response materials for its files. As such, the State may retain or dispose of all copies as is lawfully deemed appropriate. Application materials may be reviewed by any person after the "Notice of Intent to Make an Award" letter(s) has/have been issued, subject to the terms of Section 24-72-201 et seq., C.R.S., as amended, Public (open) Records. The State has the right to use any or all information/material presented in reply to the RFA, subject to limitations outlined in the clause, Proprietary/Confidential Information. Offeror expressly agrees that the State may use the materials for all lawful State purposes, including the right to

reproduce copies of the material submitted for purposes of evaluation, and to make the information available to the public in accordance with the provisions of the Public (Open) Records Act.

E. Doing Business in Colorado

A Vendor wanting to do business in Colorado must register with the Colorado Secretary of State in accordance with Colorado Revised Statute (CRS) 7-90-801. This is the link for the Colorado Secretary of State's Web site: <http://www.sos.state.co.us> . (Recommend going to the "Business Center" section, then opening the "Business Home" page, under the "General Information" section review the FAQs.) A copy of the business entity's Articles of Incorporation and/or Bylaws may be requested by the State.

F. Binding Offer

An application submitted in response to this RFA shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature on the Business Certification Document (**Attachment B-GEO provided document**) of the Applicant or an officer of the Applicant legally authorized to execute contractual obligations. By submitting an application the Applicant affirms its acceptance of the terms and requirements of this RFA, including its attachments and appendices, without exception, deletion, or qualification - and without making its offer contingent. The Applicant further agrees to cooperate with GEO and expedite the contracting process upon notice of award.

G. Model Contract with Solicitation Terms for ARRA Acquisitions and ARRA Supplemental Provisions

Except as modified, the Model Contract (**Appendix #3**), **State of Colorado Supplemental Provisions for Contracts and Grants Using Funds Provided under the American Recovery and Reinvestment Act of 2009 (Appendix #1)**, and the **Solicitation Terms for ARRA Acquisitions (Appendix #2)** included in this RFA shall govern this procurement and are hereby incorporated by reference. Please note this Model Contract lists the State's required legal provisions but does not include the specific scope of work and requirements for this RFA.

The Applicant is expected to review the attached Model Contract, all terms and conditions as well as all supplemental provisions and note exceptions. Applicants agreeing to abide by the requirements of the RFA are also agreeing to abide by the terms of the Model Contract. Unless the Applicant notes exceptions in its application, the conditions of the Model Contract will govern.

While it may be possible to negotiate some of the wording in the final contract, there are many provisions, such as those contained in the State Special Provisions, which cannot be changed. Applicants are cautioned that the State believes modifications to the standard provisions, terms and conditions, and the State Special Provisions constitute increased risk to the State and increased costs. Therefore, the scope of requested exceptions is considered in the evaluation of applications.

This guidance is provided to remind Applicants of existing federal guidance and is to assist when receiving and/or awarding contracts/subcontracts using funds made available under the American Recovery and Reinvestment Act of 2009, Pub.L.111-5 (ARRA or the Act). It is the responsibility of the Awarded Applicant to ensure compliance with all ARRA regulations and requirements imposed by the acceptance of this project. The **Appendix #2, State of Colorado Supplemental Provisions for Contracts and Grants Using Funds Provided under the American Recovery and Reinvestment Act of 2009 (ARRA) Funds**, provides specific requirements specifically for this grant.

H. News Releases

News releases pertaining to resulting awards from this RFA shall NOT be made prior to the execution of the contract without prior written approval of the State.

I. Disclaimer

All statistical and fiscal information contained within this RFA, and any amendments and modifications thereto, reflect the best and most accurate information available to the GEO at the time of the RFA preparation. No inaccuracies in such data shall constitute a basis for legal recovery of damages or protests, either real or punitive, except to the extent that any such inaccuracy was result of intentional misrepresentation by the GEO.

J. Inquiries

The GEO will only provide information regarding best practices and RFA guidelines. All written inquires should be emailed to grants@state.co.us by 5:00pm on Friday, May 21st, 2010. The GEO will be unable to answer any questions pertaining to individual project proposals. Responses will be answered in writing and posted on the GEO website at www.colorado.gov/energy by 5:00pm June 1st, 2010. Applicants should not rely on any other statements, either written or oral, that alter any specification or other term or condition of this application during the open solicitation period. Applicants should not contact GEO staff or any other state office or individual regarding this application. Applicants are responsible for monitoring the GEO's website for publication of modifications to this grant solicitation.

III. High Performance Design (HPD) Application

A. General Objective

This grant is a challenge to project teams to examine where funds can be used to have the most significant impact on building performance in the design phase. Decreased resource consumption or strategies that lead to better experiences for occupants are all considered high performance impacts. An estimate of the quantification of the benefits is required with the application and will be the key metric reported. In the case of straightforward measures such as water or energy saved, calculations and models might be sufficient to demonstrate the expected impact. In the case of strategies that improve things such as air quality or access to daylight, impacts may require a combination of technical measurements and qualitative measures such as surveys or sick days reported post occupancy. For estimating purposes, it is acceptable to use example of similar applied strategies in professional literature. The challenge rests with the applicant to make the case that there will be a significant impact and that impact will be demonstrable.

The design process often includes difficult decisions made in order to save short term construction costs despite the long term savings or environmental or health benefits of including a particular strategy. Sometimes an innovative strategy is proposed with large potential benefits but the relative newness or change required in standard practice can cause it to fall off the table. As public and non-profit buildings are held to higher performance standards either by state requirements (public) or published targets (non-profits), the costs associated with some of the strategies required might be premiums that aren't budgeted properly. This grant recognizes these scenarios and is cognizant of the effect that a grant can play on helping a project to perform better, create jobs, and spur innovation in the state.

High performance design is a result driven process; one that intends to ensure a building uses fewer resources and provides a superior experience for its occupants over the life of the building. It is an

inexact science, as occupant behavior is often unpredictable and the systems and strategies employed may not be kept up to perform as designed. With each new building not only built to these standards but measured, the body of knowledge surrounding these strategies broadens. While for many systems there now exists sufficient data to predict results, it is still very much the case that many current technologies have not established sufficient track records, or are influencing “softer” measures that result in their being difficult to quantify. As these technologies provide more predictable results, they gain the ability to have greater market penetration and therefore have a commensurately greater impact. While this grant does not require the impact to match that which is estimated for distribution, it does require that the assumptions be justified and the results to be reported upon request.

It is recognized that many of the strategies will build upon other strategies already being considered for the project, and that the funds may pay for the relative cost increase to enhance the performance. The actual impact, i.e. the difference between the proposed strategy and the currently planned (baseline) strategy, should be used as the basis for comparison. Because various projects will be starting from different points along the spectrum of high performance design, the review of the applications will be based on both the relative impact to the project as well as the relative impact advancing the field of high performance building in Colorado.

As high performance design strategies become more prevalent, an additional barrier to their increased uptake remains the cost. In many cases, costs go down as the demand rises due to economies of scale or refinement of processes or design, but at this moment in time some technologies may not be capable of delivering their highest value. This grant is looking for strategies that provide the best performance at the lowest cost; if the technology is market ready and offers transformative performance savings that would justify the investment then it is encouraged. Those strategies that are market ready but untested in proving their value proposition are also encouraged, but the burden will be greater to demonstrate their impact.

Designing to high performance standards is one method to ensure that there is some standardization and quantification of what constitutes high performance design. In addition, these standards help ensure that buildings are built with the capacity to perform well. Adopting some type of standard demonstrates that a building team is committed to the ideals embodied in that standard and that in the case of third-party verified standards that they are willing to submit to a verification process to ensure the ideals are carried out. The State of Colorado currently requires that all new construction paid for with at least 25% of state funds (with particular exemptions, see [Energy Management Programs](#) for more information) target LEED Gold or CO-CHPS Verified Leader status. For non-profits, the goal of reaching a particular certification level is often related to core values as well as showing a demonstrable commitment that can attract additional support. Reaching these certifications is an admirable goal, and if there is a particular instance where grant funding can help make possible that certification, it will further promote the strategies employed.

B. Prohibition on Use of Funds

According to the U.S. Department of Energy (DOE), ARRA SEP funds can NOT be used for the following:

- For construction, such as construction of mass transit systems and exclusive bus lanes, or for the construction or repair of buildings or structures,
- To purchase land, a building or structure or any interest therein,
- To subsidize fares for public transportation,

- To subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures, or
- To purchase equipment, conduct research, or engage in development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available;
- The following projects are specifically noted under ARRA Section 1604: casino or other gambling establishments, aquariums, zoos, golf courses, or swimming pools. Project applications for all or part of one of these categories shall be denied.

C. National Environmental Policy Act (NEPA) Implementing Procedures

NEPA is a Federal law that serves as the Nation’s basic charter for environmental protection. It requires that all Federal agencies consider the potential environmental impacts of their proposed actions. NEPA promotes better agency decision-making by ensuring that high quality environmental information is available to agency officials and the public before the agency decides whether and how to undertake a major Federal action. NEPA compliance is a part of the GEO’s decision-making process for the types of projects and activities funded by the ARRA. Awarded Applicants will be responsible for complying with all NEPA Implementing Procedures, as well as the Historic Preservation Act, and others.

Specifically, only projects that are categorically excluded will be eligible for grant funding such as the following:

- For Renewable Energy Projects, projects under 230 kV may be directly funded. For projects over 230 kV, only technical assistance may be provided versus direct project funding.
- For Energy Efficiency projects, modifications to buildings that comply with [10 CFR Ch. X \(1-1-08 Edition\) Pursuant Pt. 1021, Subpart D, Appendix B \(specifically sections B1.3 & 4\)](#) are eligible for funding.

Bounded Categories

1. Funding energy efficiency retrofits, provided that:

- Projects are limited to: installation of insulation; installation of energy efficient lighting; HVAC upgrades; weather sealing; purchase and installation of ENERGY STAR appliances; replacement of windows and doors; high efficiency shower/faucet upgrades; and installation of solar powered appliances with improved efficiency.

2. Development, implementation, and installation of onsite renewable energy technology that generates electricity from renewable resources, provided that:

- Projects are limited to:
 - Solar Electricity/Photovoltaic - appropriately sized system or unit on existing rooftops and parking shade structures; or a 60 KW system or smaller unit installed on the ground within the boundaries of an existing facility.
 - Wind Turbine - 20 KW or smaller.
 - Solar Thermal – system must be 20 KW or smaller.

- Solar Thermal Hot Water – appropriately sized for residences or small commercial buildings.
- Ground Source Heat Pump – 5.5 tons of capacity or smaller, horizontal/vertical, ground, closed-loop system.
- Combined Heat and Power System – boilers sized appropriately for the buildings in which they are located.
- Biomass Thermal – 3 MMBTU’s per hour or smaller system with appropriate Best Available Control Technologies (BACT) installed and operated.

3. Development, implementation and installation of energy efficient or renewable energy-powered emergency systems (lighting, cooling, heat, shelter) installed in existing buildings and facilities.

- Expedited NEPA review based on the template’s language and supporting documents does not preclude DOE from conducting stewardship activities, including post-award audit and oversight of individual projects or from exercising any other rights under NEPA, the SEP or the Recovery Act.

DOE’s NEPA regulation lists classes of actions that normally do not require NEPA review because, individually or cumulatively, they do not have the potential for significant environmental impacts. Examples are information gathering activities, certain energy conservation measures, bench-scale research, and some pilot and demonstration projects. The complete list of DOE categorical exclusions is contained in [Appendices A and B to Subpart D of DOE’s NEPA regulations \(10 CFR Part 1021\)](#). In all instances National Historic Preservation Act rules shall be followed, and waste materials shall be handled properly and Awarded Applicants will be required to validate proper disposal of waste materials. Any project that could potentially trigger extended environmental reviews may not be considered for GEO funding. The GEO reserves the right to make any applicant’s application for grant funding ineligible due to NEPA approval concern.

IV. Response Format & Application Requirements

A. General Instructions

This application, **excluding the required forms and attachments**, shall not exceed five (5) consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 11-point type with 1-inch margins. NO hard copy applications will be received, but must be sent to grants@state.co.us.

B. Application Response Requirements

Applicants shall include the following information about the proposed project:

Scope of Work to be performed under Grant

Provide a brief description of the scope of work that will be performed under the grant funding including the tasks and any deliverables that will be provided. A chart (Gantt or similar) should be used to describe timeframes for the program’s tasks. **All HPD programs must begin within 90 days of contract execution and be completed within 18 months of contract execution.**

Grant Narrative

Provide a narrative that explains, with specificity, a thorough explanation of how the matching funds will be used to increase the performance and promote best practices related to high performance design. Please describe the process that you will undertake including the following:

- Describe your experience with high performance design and what features and certifications this project is planned to include given its current scope and budget.
- Quantify the increased performance expected of the project as a result of the grant funding and the adoption of the higher performing strategy.
- A discussion of your ability to complete all the aspects of high performance design for this project, and why this grant will help you achieve greater levels of performance.
- Discuss how the applicant plans to provide monthly reports to ensure quality assurance and that the grant funds are being used appropriately.

Budget

The GEO will be allocating HPD funding for the adoption of a higher performing strategy than is currently included in the architectural plans. The grant funding should be primarily allocated to the cost of the change to the proposed strategy in the form of hard costs of the necessary equipment. The total costs should be shared to the extent possible and the greater amount of matching funding available the higher the application will score in the funding category. (Note: projects required to meet state required certification levels will be given more leniency in this area)

Please provide a budget breakdown for each type of funding that is being requested. Provide a detailed itemized budget for the GEO grant request which details how the potential funding will be used for this project. Include the estimated cost of the base case strategy and the estimated cost to upgrade to the higher performing strategy. Include any other funding sources that will be used for this project and indicate any plans to attract additional funding. It is important to note that the GEO funds are strictly to fund hard costs associated with purchasing the upgraded equipment; all soft costs associated with compliance and high performance will be carried by the applicant.

For Example;

Program Allocation	
Hard cost of baseline strategy	\$150,000
Hard cost of proposed strategy	\$225,000
Total Difference (Hard Costs)	\$75,000
GEO grant request	\$50,000
Hard cost capital match	\$25,000
Design fees and installation	\$20,000
Total HPD Grant Allocation	\$95,000

Budget Narrative

Provide a budget narrative that discusses the allocation towards professional services and hard costs and how much will be coming from each source; please provide anticipated funding as well as secured funding and any timelines associated with the funds. **If the contractor has not been selected before the application is submitted, final allocation of funds will be delayed until a contract is finalized and will only be provided at the ratio of funding proposed in the budget.**

In the case of utilizing GEO ARRA funding, a competitive bid process is a requirement in the selection of a subcontractor. Please refer to the ARRA guidelines regarding this subject to ensure that you are in compliance. Identify any subcontractors that you will use to complete the work.

- a. What role will they play?
- b. How did you identify this subcontractor?

Program Milestones

Include a schedule of program milestones that demonstrate a program start date **(September 1, 2010)** until the end of the program. Identify what issues/conditions still need to be resolved before the program can begin and what barriers might be foreseeable. The milestones should reflect major events in the life of the program and should help determine progress to success. These milestones will also be points at which funding reimbursements might be requested. These milestones should be included on the timeframe chart, marked accordingly with the tasks.

Required Forms and Attachments

These documents are not included in the five (5) page application limit, but are required as noted:

Attachment B-Business Certification-Required (PDF format provided by the GEO is required with the application submission).

Attachment C- Architectural drawing(s) and/or specifications illustrating the baseline strategy time-stamped or otherwise verified to have been completed prior to the date the grant application opens. (Note: for plans included as part of a submitted drawing set, please include just the pages relating to the strategy; complete plan sets will be requested at the discretion of the GEO and arrangements will be made for delivery)

Attachment D- Architectural drawing(s) and/or specifications illustrating the proposed strategy.

C. Application Submission

Applications must be received by 5:00 p.m. (MST) on June 14th, 2010. The GEO is not responsible for technical or transmittal issues when submitting a grant application. **ALL** applications with a GEO inbox timestamp of 5:01 p.m. or after will automatically be disqualified from the grant review process **NO EXCEPTIONS.**

Only electronic applications will be accepted. Hard copy applications will not be accepted. Please e-mail your application to grants@state.co.us Subject: "HPD Application – ENTITY NAME." The GEO requests that all materials be included as attachments to one email, however if your documents are too large to

send in one email, you may send multiple emails. If you must do this, please use the same email subject each time to assist with processing your materials efficiently.

Applicants will receive an e-mail auto-response notification of the receipt of their application immediately upon submission.

The application, **excluding Attachments B, C and D** shall not exceed five (5) consecutively numbered (bottom center), 8.5x11-inch pages of single-spaced, standard 11-point type with 1-inch margins and be submitted as a single electronic document, in either Adobe PDF or Microsoft Word format. **Attachment B must be submitted using the PDF document provided in this RFA. Attachments C and D must be submitted as PDFs.**

Incomplete applications or applications received after the deadline will be disqualified and will not be considered for funding.

Please note that the GEO provided format of attachment B is required for all applications. This Attachment can be submitted as a PDF, Word Document, or Scanned Image (JPEG, GIF, or TIF).

V. Evaluation and Award Selection Process

A. Evaluation Team

All applications will be reviewed by an Evaluation Team comprised of GEO staff and other evaluators as appropriate. Applicants will be notified when/if additional information, documentation or personal interviews with project principals are required. All information required to complete the application for funding is provided herein. Any additional information or inquiries pertaining to RFA submissions, including email and phone calls, will not be considered during the selection process.

When considering projects for funding, the Evaluation Team will weigh a number of factors, including but not limited to:

- The technical merits of the proposed project.
- The project benefits to the specific building and/or the high performance design community in Colorado.
- The ability to demonstrate requested funds could be used and distributed in a timely manner;
- Geographic/market diversity favors projects that impact geographic areas that are not typical for grantee applications.

B. Scoring Process & Scale

When considering projects for funding, reviewers will score applications in the following categories.

- **Project Significance (20 points)** Applicants will be scored based on contribution towards compliance effort or contribution to the enhancement of high performance best practices throughout the state.
- **Utilization of Funding (15 points)** Applicants will be scored based on leveraged funds allotted and estimated for both matching hard costs and associated soft costs. State mandated projects will have significantly lower matching requirements.

- **Effective Project Delivery (20 points)** Applicants will be scored based on the project design and an assessment of the ability to efficiently distribute grant funds and achieve demonstrable results.
- **Geographic Diversity (5 points)** Applicant's ability to encourage the provision of high performance design services in regions where such strategies are less common.

C. Decisions

Additional financial or technical information may be requested by the GEO from applicants prior to final award determination.

Funding is limited. Applications meeting all of the program's general policy guidelines may not necessarily receive an award.

The GEO reserves the right to delay any decision due to budgetary constraints.

The GEO reserves the right to vary from the criteria as necessary or appropriate based on guidelines given by Department of Energy.

Funding decisions are anticipated to be made on or near the last week of July, 2010 and applicants will be notified of the Selection Committee's determinations via email.

Funding decisions are final. Funds awarded are based on a competitive process where applications are weighed against other applications. **Changes to an Awarded Applicant's scope of work after HPD funds are awarded will not be allowed and may result in the nullification of the award.**

VI. Awarded Applicant Reporting and Payment Procedures

A. Reporting

All funding awards are conditioned upon veracity of information provided by the applicant and will require significant accountability and reporting. The following reporting requirements will be included in the GEO's Contract with Awarded Applicant (Grantee):

Unless otherwise provided in the Contract, the Grantee shall be responsible for the following reporting requirements. Such written analysis shall be in accordance with the procedures developed and prescribed by the State. Required reports shall be submitted to the GEO not later than the end of each calendar month, or at such time as otherwise specified. The preparation of reports in a timely manner shall be the responsibility of Grantee and failure to comply may result in the delay of payment of funds and/or termination of the Grant.

A.1 Monthly Progress Reports

Grantee shall submit, on a monthly basis, a written progress report analyzing the performance under this Grant. The report shall refer to the status of work to be performed pursuant to this Grant and shall include a description of the deliverables and tasks completed during the reporting period. The report shall contain all associated DOE project metrics as identified by the GEO. In addition, the report shall include a description of any findings or results, any unanticipated outcomes or roadblocks encountered, and any potential future applications of project results. The report shall indicate clearly

whether work is proceeding according to schedule, ahead of schedule or behind schedule. If the work is behind schedule, the report shall include a summary of the reasons for the delay and a plan of action to bring the project back on schedule, which shall be subject to review and approval by the GEO prior to implementation.

A.2 Monthly Financial Status Reports

The Monthly Progress Report shall contain a Financial Status Report summarizing expenditures for federal funds and non-federal cost-share on a form to be provided to the Grantee by the GEO. Expenditures shall be shown for each line item on a month-by-month basis.

A.3 Final Reports

Grantee shall produce and submit to the GEO Program Manager a Final Financial Status Report and a Final Narrative Progress Report of the project that shall provide a technical accounting of the total work performed, and shall contain a comprehensive description of the work tasks specified herein, the results achieved, documenting the success/lessons learned/technology transfer of the project and shall include a financial status summary summarizing expenditures for federal funds and non-federal cost-share. The final report shall include a one page summarization of jobs created, jobs retained, economic impacts and environmental impacts of the project as well as any assumptions used to determine that information. Specific required reporting related to public information shall be included as part of this final report. This information will be used by the GEO's communications team to inform the public of project results via various strategies including press releases, case studies and on the GEO Web site. Please use this as an opportunity to document your achievements through the Project's work. Include the following:

- a. Project summary narrative: This should summarize the project achievements in no more than two paragraphs. Include, at minimum, the needs that the project addressed, what the goals were, whether or not those goals were achieved, what audience the project served, and how much the project cost in total including how much of that was GEO funding. Include any project specific information that is not covered above.
- b. A summary of quantifiable metrics associated with the project along with a narrative description of the methodology behind those calculations. Depending on the project, this will include ARRA required metrics, such as jobs created/retained or energy saved, or project specific metrics such as number of individuals trained or number of workshops held.
- c. Project constituent testimonials/quotes: This should include press release worthy statements of the project's importance from participants and managers. For example, a school that received funding from solar panels can include a statement from the principal, the building energy manager and a teacher.
- d. Before and after photos if applicable. If the project allows for photos to communicate the work, please include electronic files with the final report. For example, if an inefficient boiler is replaced with a new efficient one, take photos of the old boiler as it is removed, and take photos of the new one when it is installed. If possible, try to get people in the photos.
- e. Include any associated maps, charts, graphs or graphics created as a result of the project.

- f. Include a list of the project's partners, and their logos.
- g. A summary of any communications to AND from the public associated with the project. For example, this could include press releases, advertising, event participation, speaking engagements or newsletters. In addition it should include any surveys results, frequently asked questions or other records of constituent correspondence gathered during the project.
- h. A media relations contact for the funded organization and a media relations contact for the project constituent.

The Final Reports shall be submitted in draft form for GEO's review not later than two weeks prior to the end date of the Grant term, with the final document due within two weeks thereafter.

Post-Completion Performance Reporting: At the GEO's discretion, performance data may be requested up to 26 months following the completion of project construction. This shall include a one-page summary of the results of any follow up measures on the strategies in question.

B. Payments

The following payment procedures will be included in the GEO's Contract with Awarded Applicant (Grantee):

B.1 Billing Procedures

Payments shall be made in accordance with the provisions set forth in the Grant. The State shall pay Grantee the reasonable, allocable, and allowable costs for work performed based on satisfactory progress of the work defined in this Grant. Grantee shall be compensated only for work and services performed by Grantee and accepted by the GEO pursuant to the terms of this Grant. Payment shall also be contingent upon GEO's timely receipt and acceptance of required reports described herein. Grantee shall be reimbursed no more than once a month based on the submission of a Request for Payment and a Financial Status Report form provided by the GEO providing a detailed account of the amount of costs incurred relating to line items per the project budget. The GEO shall withhold payment of the final ten percent (10%) of the total amount until Grantee has submitted and the GEO has accepted all required narrative and financial progress reports enumerated in this Grant.

B.2 Proportionate Expenditure of Grantee Match

The Grantee shall expend its non-federal match funds proportionately with the federal grant funds. For example, if the federal GEO grant funds have been expended by 25% by the end of the first month, then the Grantee's match funds should also be expended by approximately 25% by the end of the first month. The Grantee's Monthly Financial Reports shall state these percentages.