

# *INCOG Request for Proposals*

*State Energy Program American Recovery & Reinvestment Act  
Revolving Loan Funds*



**Indian Nations Council of Governments (INCOG)  
2 West 2<sup>nd</sup> St., Ste. 800  
Tulsa, OK 74103  
(918) 579-9494**

**Deadline Extended:  
Applications Due December 22, 2015**

**Revised: December 10, 2015**

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## PART I – PROGRAM INFORMATION

### INTRODUCTION

In 2009 the Oklahoma State Energy Office received an allocation of stimulus funding from the U. S. Department of Energy for the State Energy Program – American Recovery and Reinvestment Act (SEP ARRA) which provided significant funding for clean energy initiatives.

In 2010 the Oklahoma Department of Commerce (ODOC) State Energy Office (SEO) established a revolving loan fund to provide the capital necessary for the implementation of alternative fuel infrastructure or fleet conversion, building energy efficiency retrofits, renewable energy and demand management projects.

In November of 2013, the Indian Nations Council of Governments (INCOG) Board approved the transfer of the remaining \$1,600,000 dollars remaining in the revolving loan fund from ODOC to INCOG.

INCOG anticipates awarding a total of approximately \$652,000 for this announcement. Funding of selected projects is fully based upon availability of funds and final approval by ODOC & the U.S. Department of Energy (DOE).

### ELIGIBLE APPLICANTS

Eligible applicants include the entities listed below. Priority will be given to primary applicants; however, exceptional projects from secondary applicants could be awarded funding.

#### **Primary Applicants**

Units of Local Government  
Indian Tribes  
Educational Institutions

#### **Secondary Applicants**

Commercial Facilities  
Industries  
Private Companies  
Nonprofit Organizations  
Utilities

### ELIGIBLE PROJECTS

Loans can be used for a variety of energy projects, several examples are listed below. If your project type is not listed below or you have questions about project eligibility, call Adriane Jaynes at 918-579-9494 prior to filling out an application to determine if it is eligible for these funds. Eligible projects must be physically located within the State of Oklahoma, cost effective, and meet the review criteria.

**Alternative Fuels:** Alternative fuel vehicle projects (including CNG, propane, electric, solar, ethanol, biodiesel, etc.). This category is for the funding the incremental cost of dedicated alternative fuel vehicles (AFV's), conversion of vehicles to alternative fuel technologies, and/or the installation of alternative fueling infrastructure. Please note for infrastructure installations, federal regulations for prohibited use of funds apply (see the Prohibited Use of Funds on page 4 for further information). Public-private partnerships are encouraged in alternative fuel projects as these types of arrangements can best leverage varying funding sources.

**Building Energy Efficiency:** Energy efficiency retrofits of buildings and industrial facilities. Activities could include installation of energy efficient lighting, HVAC units, windows, building system management controls, thermal energy efficiency, and more.

INCOG, DOE and the Oklahoma SEO strongly encourage the use of energy savings performance contracting when implementing this activity. Additionally, any documentation that shows the project utilizes the best technology for the application, technology specs, and/or maintenance cost projections is strongly recommended for the application. **Any energy efficiency project should begin with a discussion of the project with the local utility as these projects may qualify for additional rebates and incentives from the utility.** Projects must provide records of energy saved from the energy efficient improvements made.

**Renewable Energy Projects:** Renewable energy applications including wind energy, biomass power, geothermal, solar power, combined heat and power (CHP), fuel cells and distributed energy generation or other renewable sources relating to the generation of electricity.

**Demand Management:** Implementation of solutions to cut or decrease electricity consumption or demand.

## **PROHIBITED USE OF FUNDS**

In accordance with federal regulations SEP applicants are prohibited from using INCOG SEP ARRA financial assistance:

- 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 conduct or purchase equipment to conduct research, development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available.
- Swimming pools, golf courses and casinos.

## **LEVERAGE**

Cost share or match is not required for the projects awarded under this RFP.

Loan funds may be used in conjunction with other non-ARRA funding, but Applicants should note that tracking and reporting of loan funds must be kept separately by appropriate accounting methods, to meet federal and state reporting requirements. Also, the special terms and conditions set forth by ARRA, including Buy American, Davis Bacon and other rules, apply to ALL project funds utilized for project completion if other funds are employed. The terms and conditions of the loan agreement will specify the format, tools and information required for reporting programmatic and energy metrics as identified by DOE and the federal and state government.

## **FEDERAL COMPLIANCE**

All projects must comply with regulations in the American Recovery and Reinvestment Act (ARRA) in addition to the other federal requirements listed below:

## **Buy American Provision**

Under Section 1605 of the ARRA, no funds appropriated by the Act may be used for a public buildings/works project unless “all iron, steel and manufactured goods used are produced in the United States.” The only exception to this rule would be if iron, steel and relevant manufactured goods are not produced in the United States in sufficient and reasonably available quantities and of satisfactory quality, or inclusion of iron, steel and manufactured goods produced in the United States will increase the cost of the overall project by more than 25%.

For more information regarding Buy American regulations, go to the following link:  
[http://www1.eere.energy.gov/recovery/buy\\_american\\_provision.html](http://www1.eere.energy.gov/recovery/buy_american_provision.html)

## **Davis-Bacon Act**

Section 1606 of the Recovery Act requires payment of locally prevailing wages (including fringe benefits) to laborers and mechanics on federal government contracts in excess of \$2,000 for the construction, alteration, and/or repair (including painting and decorating) of public buildings or public works. The provisions of Davis Bacon Act apply to both contractors and subcontractors. Davis-Bacon Act wage rules apply to all assistance agreements made in whole or in part with ARRA funds.

For more information on Davis-Bacon regulations, including information on the current wages for Oklahoma, go to the Davis Bacon Wage Determinations website at <http://www.wdol.gov/>

## **National Environmental Policy Act (NEPA)**

All projects receiving financial assistance from DOE must be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. Contractors are restricted from taking any action using Federal funds, which would have an adverse effect on the environment or limit the choice of reasonable alternatives prior to DOE providing either a NEPA clearance or a final NEPA decision regarding Contractors project.

For more information regarding NEPA go to <http://www.gc.energy.gov/NEPA/>

## **National Historic Preservation Act**

Prior to the expenditure of Federal funds to alter any structure or site SEP ARRA Contractors are required to comply with the requirements of Section 106 of the National Historic Preservation Act (NHPA). Section 106 applies to historic properties that are listed in or eligible for listing in the National Register of Historic Places.

For more information regarding the NHPA regulations, go to the following link:  
[http://www1.eere.energy.gov/wip/historic\\_preservation.html](http://www1.eere.energy.gov/wip/historic_preservation.html)

## **Reporting Requirements**

The federal government has committed to transparency and accountability in the use of funds provided through ARRA. Activities carried out and results achieved with ARRA funds will be tracked carefully, reported clearly and quantifiably.

Applicants will be responsible for submitting financial and management progress reports to INCOG. **Reports will be due on a quarterly basis and must meet the special reporting requirements set forth under ARRA.**

INCOG will be responsible for submitting multiple reports to ODOC & DOE on the SEP ARRA funds. Please be advised that grantees in receipt of these funds must submit reports on

projects to meet DOE requirements. Multiple reports that will be due may include but are not limited to as follows:

- Quarterly Performance Report
- ARRA Section 1512 Quarterly Report
- Closeout Report

Recipients of funding appropriated by the Act shall comply with requirements of applicable Federal, State and local laws, regulations, DOE policy and guidance.

## **PART II – AWARD INFORMATION**

### **TYPE OF AWARD INSTRUMENTS**

INCOG will issue loan agreements under this Request for Proposals announcement. All recipients will be required to comply with the provisions identified in the loan documentation.

### **LOAN TERMS**

Loan term: Maximum loan term of fifteen (15) years.

Interest rate:

Simple interest rate of one (1) percent for priority applicants including: Units of Local Government, Educational Institutions, and Indian Tribes

Simple interest rate of two (2) percent for secondary applicants including: Private Companies, Utilities, Industries, Non-profit Organizations, Commercial Facilities

No pre-payment penalty.

### **AWARD MAXIMUM**

There is no loan maximum under this solicitation.

### **PERIOD OF PERFORMANCE**

Funds are being made available by the U.S. Department of Energy. Projects should be selected, loan documents executed on or before March 15, 2016 and all loan funds drawn by March 15, 2017. Projects should be completed within twelve months of the transfer of funds from INCOG to awarded applicant

### **NUMBER OF PROPOSALS PER APPLICANT**

No limit.

### **AWARD NOTICES**

INCOG is expected to announce projects selected for funding by January 15, 2016. Loan agreements will be executed and project approved after INCOG receives final approval from ODOC & U.S. DOE.

## **PART III – APPLICATION SUBMISSION INFORMATION**

### **SUBMISSION INFORMATION**

All applications must be emailed to [ajaynes@incog.org](mailto:ajaynes@incog.org) no later than **Tuesday, December 22, 2015**. **Technical difficulties experienced by the applicant are not grounds for an extension.**

**In addition, we require applicants to:**

- Ensure all forms are signed by the organization's certifying official.
- Organize the application in the sequence outlined in instructions.
- Include all components noted.
- Adhere to the font size, format, and length.
- Not submit any other supplementary materials such as videos, brochures, letters of support, or any supplementary material not specifically requested in the application.

**INCOG will not review late or incomplete applications.**

### **SELECTION PROCESS**

Applications must be submitted to INCOG by **Tuesday, December 22, 2015**. Once the application is received and INCOG determines all appropriate documentation has been submitted, INCOG shall convene a staff advisory group, review all the applications deemed complete by INCOG; evaluate project proposals using the criteria set forth herein and make recommendations for funding to the INCOG Board for approval. Such list shall then be submitted to ODOC & DOE.

### **QUESTIONS**

If you have questions concerning the forms or application process please contact Adriane Jaynes at (918) 579-9494.

## **PART IV – PROJECT EVALUATION**

### **REVIEW CRITERIA**

Applications will be reviewed by INCOG to determine whether eligible projects meet evaluation criteria. Due to the wide range and complexity of activities that could qualify for SEP ARRA Revolving Loan funds, the Applicant may be requested to provide more information during the review process. Timely response to any such inquiry is greatly appreciated. Project evaluation and selection is guided by the criteria as established by INCOG, including those items listed below:

- Amount of energy saved, including fuel savings, or renewable energy produced
- Energy efficiency of a proposed renewable or alternative energy system
- Project readiness
- Return on investment
- Job creation and local/regional jobs supported by the project
- Environmental benefits
- Applicant is in good standing with the State of Oklahoma
- Financial soundness of applicant

Activities carried out and results achieved with SEP ARRA funding will be assessed according to the following performance metrics:

#### Energy Savings (kwh equivalents)

- Annual reduction in natural gas consumption (mmcf) by sector and end-use category
- Annual reduction in electricity consumption (MWh) by sector and end-use category
- Annual reduction in electricity demand (MW) by sector and end-use category
- Annual reduction in fuel oil consumption (gallons) by sector and end-use category
- Annual reduction in propane consumption (gallons) by sector and end-use category
- Annual reduction in gasoline and diesel fuel consumption (gallons) by sector and end-use category

#### Job Creation/Retention

- Number
- Type
- Duration

#### Renewable Energy Capacity and Generation

- Amount of wind-powered electric generating capacity installed (MW)
- Amount of electricity generated from wind systems (MWh)
- Amount of photovoltaic generating capacity installed (MW)
- Amount of electricity generated from photovoltaic systems (MWh)
- Amount of electric generating capacity from other renewable sources installed (MW)
- Amount of electricity generated from other renewable sources (MWh)

#### Environmental Benefits/Emissions Reductions

- Volatile Organic Compounds (VOC's)
- Nitrogen oxide (NOx)
- Sulfur dioxide (SO<sub>2</sub>)
- Carbon monoxide (CO)
- Carbon Dioxide (CO<sub>2</sub>)



# **HELPFUL RESOURCES**

## HELPFUL RESOURCES

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### PROGRAM REGULATIONS

The federal regulations for this program include the Code of Federal Regulations **Title 10 – Energy, Part 420** – State Energy Program; **Title 10 – Energy, Part 600** – Financial Assistance Rules; and the Office of Management and Budget **OMB Circulars**. To review these provisions, please refer to the links provided.

[http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title10/10cfr420\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title10/10cfr420_main_02.tpl)

[http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title10/10cfr600\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title10/10cfr600_main_02.tpl)

<http://www.whitehouse.gov/omb/circulars/>

### APPLICABILITY & FLOWDOWN OF ADMINISTRATIVE REQUIREMENTS FROM OMB CIRCULARS

Type of recipient	Must comply with
State, unit of local government or Indian tribal government	<p>OMB Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments</p> <p>OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments</p> <p>OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations.</p>
nonprofit organization	<p>OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit organizations.</p> <p>OMB Circular A-122, Cost Principles for Nonprofit Organizations</p> <p>OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations</p>
educational institution	<p>OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations</p> <p>OMB Circular A-21, Cost Principles for Education Institutions</p> <p>OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations</p>

**Utility Rebates:** Visit the local utility’s website to see if the project is eligible for additional funding through the local utility provider. [www.oklahomanaturalgas.com](http://www.oklahomanaturalgas.com), [www.powerforwardwithps.com](http://www.powerforwardwithps.com) and [www.oge.com](http://www.oge.com).

**Energy Star Portfolio Manager:** An interactive energy management tool that allows you to track and assess energy and water consumption across your entire portfolio of buildings in a secure online environment. <http://www.energystar.gov/benchmark>

**International Performance Measurement & Verification Protocol:** This document issued by the Energy Efficiency and Renewable Energy Clearinghouse contains concepts and options for determining energy and water savings. <http://www.nrel.gov/docs/fy02osti/31505.pdf>

**Davis Bacon Wage Determinations** (can browse by state): <http://www.wdol.gov/dba.aspx>

**ATTACHMENT “A”  
APPLICATION FORMS**

## APPLICATION CHECKLIST

If you have questions about completing the forms or about the program in general, please contact Adriane Jaynes at (918) 579-9494 or [ajaynes@incog.org](mailto:ajaynes@incog.org).

**Use the following checklist as guidance to confirm you have all documentation needed:**

- Part I – Application for Assistance
- Part II – Project Information
- Part III – Project Budget
- Part IV – Applicant Financial Information
- Part V – Assurances and Certifications (only one original required)
- Pending Litigation Statement
- Legal Opinion
- Resolution

Please attach the additional documentation as requested here.

- Company Articles of Incorporation (Organization/Operating Agreement)
- Most recent 3 years of Financial Statements
- Previous 2 years of audits

### *Optional Documentation*

- Certificate of Good Standing
- Contractor's License
- Proof of General Liability Insurance

**Please note: Application documents are made available by INCOG. If you have received this application as a hard copy and would like digital copies of the forms, please visit [www.TulsaCleanCities.com](http://www.TulsaCleanCities.com) or [www.incog.org](http://www.incog.org).**

# PART I – APPLICATION FOR ASSISTANCE

## Indian Nations Council of Governments (INCOG) State Energy Program - American Recovery and Reinvestment Act (ARRA) Revolving Loan Program Funding 2014

<b>APPLICANT INFORMATION</b>					
Applicant Name:					
Address:					
City:		ST:		Zip Code:	
Applicant FEID #:		DUNS Number:			
Contact Name					
Email:					
Phone Number:		Fax Number:			
Type of Business	<input type="checkbox"/> Unit of Local Government <input type="checkbox"/> Educational Institution <input type="checkbox"/> Non-Profit Organization		<input type="checkbox"/> Indian Tribe <input type="checkbox"/> Utility <input type="checkbox"/> Private Company <input type="checkbox"/> Commercial Business		
<b>PROJECT INFORMATION</b>					
Funds Requested			Term Requested		
Project Title:					
Project Address:					
City		Zip Code			
Activity:	<input type="checkbox"/> Alternative Fuels <input type="checkbox"/> Demand Management <input type="checkbox"/> Building Energy Efficiency <input type="checkbox"/> Renewable Energy Projects <input type="checkbox"/> Other – Explain:				
Facility Size (sq. ft. if applicable)					
<b>PROJECT COST</b>					
SEP ARRA Revolving Loan Funds					
Applicant Funds (amount of leverage or match - if any)					
<b>Project Total</b>					
<b>CERTIFYING OFFICIAL</b>					
All information in this application and exhibits is true and complete to the best of my knowledge and is submitted to INCOG for the purpose of reviewing an application for the SEP ARRA Revolving Loan Program.					
Certifying Official's Signature					
Certifying Official's Name (printed):					
Title:					
Organization:					

## PART II – PROJECT INFORMATION

**NOTE:** The following sections have page limit restrictions. The application must not exceed the specified page limits when printed using standard 8.5” by 11” paper. **Start each section on a new page.** One page is equivalent to one side of paper.

### **SECTION I: Project Narrative and Benefits** (Limit: 3 pages)

Provide a description of how the proposed loan will be used. Discuss the proposed project for which funding is requested, including goals and objectives, the overall impact and benefits of the project and a statement of work (required tasks and activities). Applicant should describe the existing system and the proposed energy efficiency measures.

### **SECTION II: Project Information**

Date construction is expected to start:

Estimated completion date:

Describe any land disturbing activities associated with your project, distance to streams or rivers, depth to groundwater, any groundwater discharge, any sensitive animal or plant species, any scenic or recreational areas associated with the project:

Is the project associated with a \*historical building? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(\*Building is 45 years or older, or is registered  
With the State Historic Preservation Office)

### **Metrics Activity**

**Note: Attach any measurement and verification documentation of a technology either at the project facility or a similar facility**

Jobs Created or Retained in Full Time Equivalents \_\_\_\_\_ FTE  
(FTE: 2080 hours/year)

Annual Energy Savings \_\_\_\_\_ kWh

GHG Emissions Reduced \_\_\_\_\_ CO2

Cost Effectiveness \_\_\_\_\_

Project Simple Payback \_\_\_\_\_ Years

Estimate energy project useable life \_\_\_\_\_ Years

**Metrics Continued:**

*Attachment "B" contains a listing of Metrics Activities DOE collects data on from funded SEP projects. Please list Metric Area – Metric and Primary or Optional Metric Item(s) your proposed project will address. Example shown below: List as many Metrics descriptions as needed.*

**Metric Area:** *Transportation.*

**Metric:** *Conventional vehicles converted to alternative fuel use.*

**Primary/Optional Metric Item:** *5 vehicles.*

**Metric Area:**

**Metric:**

**Primary or Optional Metric Item(s):**

**Metric Area:**

**Metric:**

**Primary or Optional Metric Item(s):**

**Metric Area:**

**Metric:**

**Primary or Optional Metric Item(s):**

**Project Timeline**

Date	Milestone/Event

**PART III – PROJECT BUDGET**

**Budget Summary**

Summarize the Budget by using the following table:

Project Costs	Total
Consultant/Services (can include travel for consultants)	
	\$
	\$
	\$
Lease/Purchase Equipment	
	\$
	\$
	\$
Other Direct Costs	
Administrative Cost related to reporting requirements	
	\$
<b>Grand Total:</b>	<b>\$</b>



## Project Budget Description and Guide

Provide a short budget narrative describing each item from the table above:

- *Consultant/Services* (can include travel) Subcontractors should provide information with the following exceptions: (a) when professional services are provided at a pre-existing approved rate or fee shown on the budget; or (b) the subcontract is to be obtained competitively. For either (a) or (b), show an estimated maximum amount.
- *Equipment*: List non-expendable personal property/equipment valued at \$5,000 or more by description, unit cost, and quantity.
- *Other Direct Costs*: Items that do not follow under other categories
- *Administrative Cost*: List any administrative costs associated with reporting requirements of the loan. Administrative costs such as salaries/wages, fringe benefits, space costs, and supplies are NOT permitted under this loan fund.
- *Total Budget*: Show the total of all categories.



## PART V - ASSURANCES AND CERTIFICATIONS

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**ASSURANCE SIGNATURE:**      **NOTE: Sign this form and include in the application.**

**SIGNATURE:**      By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

**Organization Name:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**Name and Title of Authorized Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**CERTIFICATION SIGNATURE:**      **NOTE: Sign this form and include in the application.**

**Before you start:** Before completing certification, please read the Certification Instructions.

**SIGNATURE:**      By signing this Certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:  
 Certification: Debarment, Suspension and Other Responsibility Matters  
 Certification: Drug-Free Workplace  
 Certification: Lobbying Activities

**Legal Applicant:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**Name and Title of Authorized Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**U.S. DEPARTMENT OF ENERGY**  
**FINANCIAL ASSISTANCE**  
**CERTIFICATIONS/ASSURANCES/REPRESENTATIONS**  
**WITHOUT EPACT REPRESENTATION**

Applicant: \_\_\_\_\_

Solicitation No.: **State Energy Program (SEP) – Oklahoma Department of Commerce**

***The following certifications and assurances must be completed and submitted with each application for financial assistance. The name of the person responsible for making the certifications and assurances must be typed in the signature block on the forms.***

*Standard Form 424B, Assurances – Non-Construction Programs*

*DOE F 1600.5, Assurance of Compliance Nondiscrimination in Federally Assisted Programs*

*Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements*

*Representation of Limited Rights Data and Restricted Computer Software*

*SF-LLL Disclosure of Lobbying Activities*

Complete the SF-LLL Disclosure of Lobbying Activities only if payment or agreement to make payment has been made to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal action.

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Approval No. 0348-0040

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.  
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET, SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant: (Insert \_\_\_\_\_ Name of Proposer):

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award, and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of O.P.M.'s Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 33601 et seq.), as amended, relating to non discrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646), which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §§874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State Management Program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers systems.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1996, or OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Printed Name and Title of  
Authorized Representative: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Standard Form 424B (7/972)  
Prescribed by OMB Circular A-1

**Nondiscrimination in Federally Assisted Programs**

**OMB Burden Disclosure Statement**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1900-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1900-0400), Washington, DC 20503.

(Hereinafter called the "Applicant")

HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (Pub. L.88-352), Section 16 of the Federal Energy Administration Act of 1974 (Pub.L.93-275), Section 401 of the Energy Reorganization Act of 1974 (Pub.L.93-438), Title IX of the Education Amendments of 1972, as amended (Pub.L.92-318, Pub.L.93-568, and Pub.L.94-482), Section 504 of the Rehabilitation Act of 1973 (Pub.L.93-112), the Age Discrimination Act of 1975 (Pub.L.94-135), Title VIII of the Civil Rights Act of 1968 (Pub.L.90-284), the Department of Energy Organization Act of 1977 (Pub.L.95-91), and the Energy Conservation and Production Act of 1976, as amended (Pub.L.94-385) and Title 10, Code of Federal Regulations, Part 1040. In accordance with the above laws and regulations issued pursuant thereto, the Applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

**Applicability and Period of Obligation**

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with Federal assistance extended to the Applicant by the Department of Energy, this assurance obligates the Applicant for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided, this assurance obligates the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant for the period during which the Federal assistance is extended to the Applicant by the Department of Energy.

**Employment Practices**

Where a primary objective of the Federal assistance is to provide employment or where the Applicant's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Applicant agrees not to discriminate on the ground of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

**Subrecipient Assurance**

The Applicant shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws cited above. To this end, the subrecipient shall be required to sign a written assurance form, however, the obligation of both recipient and subrecipient to ensure compliance is not relieved by the collection or submission of written assurance forms.

**Data Collection and Access to Records**

The Applicant agrees to compile and maintain information pertaining to programs or activities developed as a result of the Applicant's receipt of Federal assistance from the Department of Energy. Such information shall include, but is not limited to, the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age, and disability, in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the Department of Energy to be relevant to its obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

The Applicant agrees to submit requested data to the Department of Energy regarding programs and activities developed by the Applicant from the use of Federal assistance funds extended by the Department of Energy, Facilities of the Applicant (including the physical plants, building, or other structures) and all records, books, accounts, and other sources of information pertinent to the Applicant's compliance with the civil rights laws shall be made available for inspection during normal business hours on request of an officer or employee of the Department of Energy specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Civil Rights, U.S. Department of Energy.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereto, to the Applicants by the Department of Energy, including installment payments on account after such data of application for Federal assistance which are approved before such date. The Applicant recognizes and agrees that such Federal assistance will be extended in reliance upon the representation and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, the successors, transferees, and assignees, as well as the person(s) whose signature appears below and who are authorized to sign this assurance on behalf of the Applicant.

### **Applicant Certification**

The Applicant certifies that it has complied, or that, within 90 days of the date of the grant, it will comply with all applicable requirements of 10 C.F.R. § 1040.5 (a copy will be furnished to the Applicant upon written request to DOE).

Designated Responsible Employee

_____	( ) - _____
Name and Title (Printed to Typed)	Telephone Number
_____	_____
Signature	Date

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_____	( ) - _____
Applicant's Name	Telephone Number
_____	_____
Address:	Date
_____	

Authorized Official:  
President, Chief Executive Officer  
or Authorized Designee

_____	( ) - _____
Name and Title (Printed to Typed)	Telephone Number
_____	_____
Signature	Date



**CERTIFICATIONS REGARDING LOBBYING;  
DEBARMENT, SUSPENSION AND OTHER RESPONSIBILTIY MATTERS;  
AND DRUG FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 10 CFR Part 601 "New Restrictions on Lobbying," 10 CFR Part 606 "Governmentwide Debarment and Suspension (Nonprocurement) and 10 CFR Part 607 "Governmentwide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Energy determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**2. ADDITIONAL LOBBYING REPRESENTATION**

Applicant organizations which are described in section 501(c)(4) of the Internal Revenue Code of 1986 and engage in lobbying activities after December 31, 1995, are not eligible for the receipt of Federal funds constituting an award, grant, or loan.

As set forth in section 3 of the Lobbying Disclosure Act of 1995 as amended, (2 U.S.C. 1602), lobbying activities are defined broadly to include, among other things, contacts on behalf of an organization with specified employees of the Executive Branch and Congress with regard to Federal legislative, regulatory, and program administrative matters.

Check the appropriate block:

The applicant is an organization described in section 501(c)(4) of the Internal Revenue Code of 1986?  Yes  No

If you checked "Yes" above, check the appropriate block:

The applicant represents that after December 31, 1995 it  has  has not engaged in any lobbying activities as defined in the Lobbying Disclosure Act of 1995, as amended.

### **3. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

### **4. DRUG-FREE WORKPLACE**

This certification is required by the Drug-Free Workplace Act of 1988 (Pub.L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

#### ***ALTERNATE I (GRANTEES OTHER THAN INDIVIDUALS)***

- (1) The grantee certifies that it will or will continue to provide a drug-free workplace by:
  - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
  - (e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose

grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (2) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance: (Street address, city, county, state, zip code)

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Check if there are workplaces on file that are not identified here.

**ALTERNATE II (GRANTEES WHO ARE INDIVIDUALS)**

- (1) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.
- (2) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

**5. SIGNATURE**

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant: \_\_\_\_\_

Printed Name and Title of  
Authorized Representative: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

***Representation of Limited Rights Data and Restricted Computer Software***

- (a) Any data delivered under an award resulting from this announcement is subject to the Rights in Data – General or the Rights in Data – Programs Covered under Special Data Statutes clause (See Intellectual Property Provisions at [www.gc.doe.gov/gcmain.html](http://www.gc.doe.gov/gcmain.html)). Under these clauses, the Recipient may withhold from delivery data that qualify as limited rights data or restricted computer software. As an aid in determining the Government’s need to include Alternate I and/or Alternate II in these clauses, which allow for delivery of limited rights data and/or restriction computer software, the applicant must complete paragraph (b) below to either state that none of the data involved in the proposed work effort qualify as limited rights data or restricted computer software, or identify, to the extent feasible, which of the data qualifies as limited rights data or restricted computer software. Any identification of limited rights data or restricted computer software in this application is not determinative of the status of such data should an award be made.
- (b) The applicant has reviewed the proposed work effort and the requirements for the delivery of data or software and states:

None of the data proposed for fulfilling such requirements qualifies as limited rights data or restricted computer software.

Data proposed for fulfilling such requirements qualify as limited rights data or restricted computer software and are identified as follows:

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Note: “limited rights data” and “restricted computer software” are defined in provision “Rights in Data – General.”

Approved by OMB  
0348-0046



## PENDING LITIGATION STATEMENT

The applicant is requested to provide a clear and concise narrative statement that no pending litigation exists that may preclude them from using the Loan/Lease funds in the manner prescribed in the Project Implementation Statement, nor in any way places the Loan/Lease proceeds in jeopardy, and thus subject to loss.

I certify that the above statement is true and correct to the best of my knowledge.

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**Signature of Authorized Representative**

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**Title of Authorized Representative**

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## LEGAL OPINION

This is to be a statement by the applicant that it meets all legal requirements for entering into a debt obligation with the Indian Nations Council of Governments (INCOG) to implement the project. The applicant is required to cite the statutory authority or requisite legal authority that allows or permits them to enter into a debt obligation for the purpose indicated in the Loan/Lease application.

I hereby Certify that the \_\_\_\_\_ (Business Name) has the legal authority to enter into a debt obligation to affect the proposed Energy Conservation Measure reduction improvement project as indicated in the Project Implementation Statement of the application.

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**Signature of Legal Advisor**

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**Title of Legal Advisor**

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**Date Signed**

## RESOLUTION

(Sample)

**Whereas**, INCOG has initiated an Energy Loan/ for Schools K-12 to plan, design, develop and implement energy conservation measures in their school building, facility, or related complex.

Whereas, cost reductions that result from the efficient use and management of energy sources is a legitimate approach to maximizing the use of public school funds,

Now, therefore be it resolved by the Board of Education for the \_\_\_\_\_

\_\_\_\_\_ (Name of School) authorizes

\_\_\_\_\_ (Name of Authorized Representative) to apply for funds

from the Energy Loan/Lease Fund for Schools K-12 administered by INCOG in the amount of \_\_\_\_\_ to implement Energy Conservation Measure reduction improvements,

as specified in the Project Implementation Statement

Be it further resolved that if approved for a Loan/Lease by INCOG, the Board of Education for the \_\_\_\_\_

\_\_\_\_\_ (Name of School) authorizes

\_\_\_\_\_ (Name of Authorized Representative) to accept the

Loan/Lease for the school.

Be it also resolved, that the amount of the Loan/Lease will be paid in full, plus interest, under the specific terms and conditions of the Loan/Lease agreement and promissory note entered into with INCOG.

Be it also resolved, that \_\_\_\_\_

(Name of Authorized Representative is hereby authorized and empowered to execute in the name of the Board of Education all necessary documents to implement and carry out the intent and purpose of this resolution.

Passed, Approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_

2013

\_\_\_\_\_  
Chairman, Board of Education

\_\_\_\_\_  
(Signature)



## Supporting Documentation

Please attach the additional documentation as requested here.

- Company Articles of Incorporation (Organization/Operating Agreement)
- Most recent 3 years of Financial Statements
- Previous 2 years of audits

### *Optional Documentation*

- Certificate of Good Standing
- Contractor's License
- Proof of General Liability Insurance

# **ATTACHMENT B**

## **State Energy Program Metric Area, Metrics, Metric Item Information**

The table below is provided by the U.S. Department of Energy on Metrics measurements:

<b>Metric Area</b>	<b>Metric</b>	<b>Metric Item(s)</b>
Building Codes & Standards	Building Code Adoption	New code adopted
		Name of old code replaced
		Number of new and existing buildings covered by new code
Building Energy Audits	Building energy audits, by sector	Number of audits performed
		Floor space audited
		Auditor's projection of energy savings (kWh)
Building Retrofits	Building roofs retrofitted, by sector	Number of building roofs retrofitted
		Square footage of building roofs retrofitted
	Buildings retrofitted, by sector	Number of buildings retrofitted
		Square footage of buildings retrofitted
	Energy management systems installed, by sector	Number of energy management systems installed
		Square footage of buildings under management
	Water conservation retrofits, by sector	Number of water conservation retrofits completed
	Water management systems installed, by sector	Number of water management systems installed
Clean Energy Policy	Alternative energy plans developed or improved	Number of alternative energy plans developed or improved
	Climate Action Plans developed or improved	Number of Climate Action Plans developed or improved
	Energy Efficiency and Conservation Strategies (EECS) completed	Number of Energy Efficiency and Conservation strategies completed
	Energy efficiency standards established or improved	Number of energy efficiency standards established or improved
	GHG inventories completed	Number of GHG inventories completed
	Interconnection standards established or improved	Number of interconnection standards established or improved

Clean Energy Policy (continued)	Renewable energy feasibility studies completed	Number of renewable energy feasibility studies completed
	Renewable portfolio standards established or improved	Number of renewable portfolio standards established or improved
	Transportation feasibility studies completed	Number of transportation feasibility studies completed
	Other policies developed or improved	Number of other policies developed or improved
Energy Efficiency Rating and Labeling	Energy-consuming devices for which energy-efficiency rating and labeling systems were endorsed by grantee	Types of energy-consuming devices for which energy-efficiency rating and labeling systems were endorsed
Financial Incentives and Rebates	Financial incentives provided, by incentive type and sector	Monetary value of financial incentives provided
	Total value of investments incentivized, by incentive type and sector	Total value of investments incentivized
Government, School, Institutional Procurement	Units purchased, by type	Number of alt fuel vehicles purchased
		Number of energy efficiency exit signs purchased
		Number of energy efficient HVAC units purchased
		Number of energy efficient IT systems or software packages purchased
		Number of energy efficient outdoor area lights purchased
		Number of energy efficient pieces of office equipment purchased
		Number of energy efficient refrigerators purchased
		Number of energy tracking software packages purchased
		Number of energy efficient streetlights purchased
		Number of energy efficient water heating units purchased

Industrial Process Efficiency	Reduction in electricity consumption	Reduction in electricity consumption (MWh/year)
	Reduction in fuel oil consumption	Reduction in fuel oil consumption (gallons/year)
	Reduction in natural gas consumption	Reduction in natural gas consumption (MMcf/year)
Loans and Grants	Grants given	Number of grants given
		Total monetary value of grants given
	Loans given	Number of loans given
		Total monetary value of loans given
	Loans given that are supported by Loan Loss Reserves	Number of loans supported by loan loss reserves
		Total monetary value of loans supported by loan loss reserves
Renewable Energy Market Development	Biofuel systems installed	Number of biofuel systems installed
		Total capacity of biofuel systems installed (gallons/year)
	Biomass (non-transport) system installed	Number of biomass (non-transport) systems installed
		Total capacity of biomass (non-transport) systems installed (kW)
	Ground source geothermal systems installed	Number of ground source geothermal systems installed
		Total capacity of ground source geothermal systems installed (tons)
	Hydropower systems installed	Number of hydropower systems installed
		Total capacity of hydropower systems installed (kw)
	Solar energy systems installed	Number of solar energy systems installed
		Total capacity of solar energy systems installed (kW)

Renewable Energy Market Development (continued)	Solar thermal systems installed	Number of solar thermal systems installed
		Total capacity of solar thermal systems installed (square feet)
	Wind energy systems installed	Number of wind energy systems installed
		Total capacity of wind energy systems installed (kW)
	Other systems installed (BTU/h)	Number of other systems installed
		Total capacity of other systems installed (BTU/h)
	Other systems installed (kW)	Number of other systems installed
		Total capacity of other systems installed (kW)
Technical Assistance	Energy management staff hired	Number of sustainability officer or energy managers hired
	Information contacts (e.g. webinars, site visits, media fact sheets) in which energy efficiency or renewable energy measures were recommended, by sector	Number of information contacts (e.g. webinars, site visits, media fact sheets) in which energy efficiency or renewable energy measures were recommended
Transportation	Alternative fuel vehicles purchased	Number of alternative fuel vehicles purchased
	Bike lanes installed	Length of bike lanes installed (linear feet)
	Conventional vehicles converted to alternative fuel use	Number of conventional vehicles converted to alternative fuel use
	Energy efficient traffic signals installed	Number of energy efficient traffic signals installed
	Energy efficient streetlights installed	Number of energy efficient streetlights installed
	Energy efficient street signs installed	Number of energy efficient street signs installed
	New alternative refueling stations emplaced	Number of new alternative refueling stations emplaced
	New carpools and vanpools formed	Number of new carpools and vanpools formed

Transportation (continued)	Sidewalks installed	Length of sidewalks installed (linear feet)
	Street lane-miles for which synchronized traffic signals were installed	Number of street lane-miles for which synchronized traffic signals were installed
	Vehicle miles traveled reduced	Number of vehicle miles traveled reduced annually (VMT/year)
Workshops, training and education	People contacted	Number of people contacted via webinar, direct mail, or other marketing/outreach efforts
	Workshops, training, and education sessions held, by sector	Number of workshops, training, and education sessions held
		Number of people attending workshops, training and education sessions
Other	Administrative	Administrative (no associated metric)
	Manufacturing Re-Tooling	Number of facilities with manufacturing space repurposed for clean energy products
		Square footage of manufacturing space repurposed for clean energy products
	Trees planted	Number of trees planted
	Waste diverted	Amount of waste diverted annually (tons/year)
	Other	Pertinent metric information for any activity not defined above should be captured and included as needed