



School Energy Efficiency Development (SEED) Grant Program Proposal Form  
RFP# 2024-008  
NH Department of Energy  
21 South Fruit Street, Suite 10, Concord, NH 03301

**NOTE:** Failure to answer all questions, unless otherwise noted, will be considered an incomplete application and will not be eligible for funding.

SCHOOL INFORMATION
School administrative unit (SAU):
School name:
Physical address:
County:
Daytime phone:
Federal 12-digit Unique Entity ID (UEI) # _____ <i>Please Note: UEI numbers must be renewed annually.</i>
POINT OF CONTACT FOR THIS PROJECT - MUST BE AUTHORIZED TO BIND PROPOSER
Name:
Mailing Address:
Phone:
Email:



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**PROGRAM ELIGIBILITY**

ONLY public schools or chartered public schools located in a New Hampshire municipality with a total population of 15,000 or fewer residents based on the municipality's "Total Population OPD Estimate" under the NH Department of Business and Economic Affairs' 2022 Total Population Estimates of NH Cities and Towns published August 4, 2023 are eligible.

[NH Department of Business and Economic Affairs' 2022 Total Population Estimates of NH Cities and Towns](#)

What is the municipality's population? \_\_\_\_\_

**DISADVANTAGED SCHOOL**

What is the total percentage of the 2023-2024 student population eligible for free or reduced lunch?

*Use the NH Department of Education link below to answer the question.*

<https://my.doe.nh.gov/iPlatform/Report/>

The school's percentage of eligible students is: \_\_\_\_\_

NOTE: In some cases a school will need to calculate a weighted average of free & reduced lunch eligible for the school.

If so, please explain your calculation below:

What census tract is the school located in based on the U.S. Department of Energy's Energy Justice Mapping Tool?

*Use the U.S. Department of Energy link below to answer the question:*

[Energy Justice Mapping Tool](#)

The census tract number is: \_\_\_\_\_



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SCHOOL OVERVIEW	
Provide a description of the school building:	
Total building square footage:	Original year of construction:
Please provide dates and details of any other additional significant construction:	
School's total student enrollment for 2023-2024? _____ <i>Please use the Department of Education link below to answer the question above:</i> <a href="https://my.doe.nh.gov/iPlatform/Report/">https://my.doe.nh.gov/iPlatform/Report/</a>	



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PROPOSED PROJECT SUMMARY/OUTLINE	
Project Name:	
Project Type (check all that apply):	
<input type="checkbox"/> Installation of insulation	<input type="checkbox"/> Retrofit/replacement of windows/doors
<input type="checkbox"/> Installation of energy efficient lighting	<input type="checkbox"/> Energy/water efficient appliances/equipment
<input type="checkbox"/> HVAC upgrades (to existing systems)	<input type="checkbox"/> Retrofit of energy efficient pumps and motors
<input type="checkbox"/> Weather sealing	
Describe the proposed project. The description must also include whether the project requires any tree removal, structural reinforcement, ground disturbance, or any National Historic Preservation Act reviews by the NH Division of Historic Resources:	
Provide a statement whether the proposer anticipates the need for a waiver from the Buy America Requirement and indicate what project materials the proposer seeks to be waived.	



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Anticipated start date:	Anticipated completion date:
Provide a timeline for project completion with detailed project milestones:	
<b>PROJECT MANAGER INFORMATION</b>	
Company name:	
Project manager:	
Address:	
Phone:	
Email:	
Describe the assignments and roles of individual key project personnel, listing the project manager and all contractors and subcontractors who will be involved in completing the project.	



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Provide a summary of all qualifications, experience, and roles of the project team. Include resumes of all project team members, including the project manager and all contractors and subcontractors. Please include the NH license number for any specialized professionals.

Provide a summary of energy efficiency projects undertaken by key project personnel; including project summaries, the date of project completion, client name, and the name and phone number of each project's contact for reference.



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<b>TOTAL PROJECT BUDGET SUMMARY</b>		
	Source	Amount
<i>SEED Grant Amount Requested:</i>	<i>SEED</i>	\$
<i>SEED Matching Funds:</i>		\$
<i>Other Contributing Funds:</i>		\$
<i>Other Contributing Funds:</i>		\$
<i>Other Contributing Funds:</i>		\$
<b>Anticipated Total Project Cost</b>		\$
<p>If applicable, describe any in-kind match(s). In-kind matches will be reviewed for accuracy and the Department can deny or accept in full or in part. Detail the value of any non-cash contributions, such as property or services, that benefit the project and are contributed by non-federal third parties, without charge, to a non-federal entity under a federal award.</p>		



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**ANTICIPATED ENERGY SAVINGS FROM PROJECT**

Describe the project's anticipated annual energy savings, including an explanation of how the anticipated annual energy savings was calculated. The description should also include payback periods and any potential non-energy related cost savings.

Describe in detail how the proposer will redirect anticipated energy savings from the project:





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UTILITY DATA - FOR CALENDAR YEAR 2023	
<b>Please provide your school's utility data for calendar year 2023:</b>	
Water Source and/or Provider:	Annual Cost \$
Electricity Provider:	Annual Cost \$
Primary Heating Provider:	Fuel Type:
	Annual Cost \$
Secondary Heating Provider:	Fuel Type:
	Annual Cost \$
Other Heating Provider:	Fuel Type:
	Annual Cost \$



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**REQUIRED ATTACHMENTS - SEE RFP# 2024-008 for more information:**

<input type="checkbox"/>	<b><i>MOST RECENT FINANCIAL AUDIT PERFORMED BY AN INDEPENDENT THIRD-PARTY</i></b>
<input type="checkbox"/>	<b><i>PROOF OF ACTIVE REGISTRATION WITH THE FEDERAL SYSTEM FOR AWARD MANAGEMENT (SAM) WEBSITE</i></b>
<input type="checkbox"/>	<b><i>EVIDENCE OF OWNERSHIP OF SCHOOL BUILDING. Property deed, property tax card, etc.</i></b>
<input type="checkbox"/>	<b><i>DETAILED BUDGET DOCUMENT(S). Documentation should include a itemized breakdown of all costs that are necessary to complete the project, as outlined on the contractor's bid or quote.</i></b>
<input type="checkbox"/>	<b><i>RESUME AND RELEVANT PROJECT HISTORY OF PROJECT MANAGER AND ANY CONTRACTORS</i></b>
<input type="checkbox"/>	<b><i>ANY LETTER(S) OF SUPPORT (MAXIMUM OF 3)</i></b>

***By signing below, the proposer's authorized representative who will bind the proposer certifies:***

	<b><i>That the information in this proposal and any attachments are true, correct and complete to the best of your knowledge.</i></b>
	<b><i>That the public school subject to this proposal is owned by the school district, municipality, and/or charter school.</i></b>
	<b><i>That both the proposer and their project manager have reviewed RFP #2024-008 and understand SEED Grant Program requirements and expectations.</i></b>

**(Digital) Legal Signature:**

**QUESTIONS?**

For questions about how to complete this proposal form, please e-mail Susan Gagne, Program Specialist III at [RFP@energy.nh.gov](mailto:RFP@energy.nh.gov)



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**OPTIONAL:** Program Feedback

How did you hear about the SEED Grant Program?

How can the SEED Grant Program be improved in the future?