New Hampshire Department of Energy

NOTICE OF FUNDING AVAILABILITY (NOFA)

Issued October 11, 2021

The New Hampshire Department of Energy (NH DOE) seeks applications for its School Energy Efficiency Development (SEED) Grant. This program will provide support and technical assistance for a school in a small community to implement energy efficiency projects and make necessary upgrades to their building(s). One Grant in the amount of $80,000 will be awarded with a 20% match requirement.

Applications must be received by NH DOE no later than 4:00 pm on November 15, 2021

Applications must be submitted to:

Alexis LaBrie
NH Department of Energy
21 South Fruit Street, Suite 10
Concord, NH 03301
alexis.m.labrie@energy.nh.gov

Please submit one hard copy original of the application to the above address, as well as an electronic copy in PDF format via email to alexis.m.labrie@energy.nh.gov. To guard against applications potentially being overlooked due to being quarantined by the agency’s spam protection software, it is strongly recommended that an email with no attachment be sent to the contact person initially stating that email(s) containing a proposal are to follow. The original signed hard copy of an Applicant’s proposals must be submitted to the Designated Contact Person at the mailing address in Section 6 and be postmarked by the date and time specified above. An application will not be considered complete until both the hard copy and the electronic copy have been received by NH DOE. Applications that are incomplete or unsigned will not be considered. Faxed applications will not be accepted. No extensions will be given.

Background

The New Hampshire Department of Energy (NH DOE) provides guidance, information, and data on energy usage. As part of NH DOE’s mission to build partnerships and serve the New Hampshire communities, the office has received money through the U.S. Department of Energy’s (USDOE), State Energy Program (SEP) grant to help schools implement energy efficiency projects to create a safer, healthier learning environment.
1. Eligibility Requirements

1.1. Public School, public schools or SAU in a community or regional school district with a total population of 15,000 or less residents or authorized entity applying on behalf of an educational institution that is publically funded;

1.2. Consistent with the governing structure of the town;

1.3. Ability to meet the 20% “cash” and/or “in-kind” match requirement with firmly committed matching funds and fully documented in-kind dedicated staff hours;

   a. “In-Kind” is defined as the value of non-cash contributions, such as property or services that: benefit a federally-assisted project or program; and are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal Award.

   b. Exclude the following costs:
      i. Revenues or royalties from the prospective operation of an activity beyond the time considered in the award;
      ii. Proceeds from the prospective sale of an asset of an activity; or
      iii. Other appropriated Federal funds.

1.4. “Match” is subject to Department of Energy (DOE) Financial Assistance Rules (2 CFR Part 200 as amended by 2 CFR Part 910);

1.5. The total project cost including matched amount must be necessary and reasonable for the proper and efficient accomplishment of the project;

1.6. Ability to complete projects by June 30, 2022;

1.7. Ability to manage Federal funds;

1.8. Ability to meet reporting requirements;

1.9. Proof of registry in the Federal Systems Award Management (SAM) website, have a DUNS number; and

1.10. Not be debarred from working on projects funded with Federal funds.

2. Application Submission Requirements

Applications shall be prepared double-sided on 8.5 x 11 inch paper with pages properly numbered. The font will be Times New Roman and font size will be size 11 with a 1 inch page margins. The application package consists of the two page NH DOE application and required attachments.
The required attachments are:

- Narrative Description of the School;
- Age of the Building;
- Detail any energy efficient upgrades that have already been completed;
- Is the building(s) multifunctional to the community beyond schooling?
- Narrative description of the proposed project(s) with estimated energy savings;
- Use of a qualified project manager with experience in energy measures and savings is highly encouraged, but not required;
- Proposed timeline for completion;
- Proof of registry in the Federal Systems Award Management (SAM) website;
- Valid DUNS Number;
- Total Population;
- Proposed Project Budget outline; and
- Applicant’s most recent financial audit.

Upon award the Applicant should be prepared to sign certain assurances including: Drug Free Workplace; Lobbying; Americans with Disabilities Act Compliance; Environmental Tobacco Smoke; Federal Funding and Accountability Act (FFATA) Compliance.

### 3. General Requirements and Conditions

3.1. All materials submitted to NH DOE for this proposal may be subject to public disclosure and, as such, any specific confidential materials should be so marked. Whether such documents should in fact be protected from public disclosure will be evaluated on a case specific basis.

3.2. NH DOE and the USDOE reserve the right to inspect all project/program sites and interview workers.

3.3. NH DOE and USDOE reserve the right to inspect and monitor financial and payroll records and transactions.

3.4. Reasonable access must be provided to NH DOE and USDOE to all administrators, vendors, facilities, work sites, employees of the contractor(s), financial or other records, and assistance to ensure the safety and convenience for the performance of site visits and evaluations.

3.5. NH DOE reserves the right to approve RFPs for sub-recipients and provide input on programs.

3.6. NH DOE reserves the right to hire a technical monitor to oversee project progress for the duration of the proposed project. In the event a technical monitor is hired, NH DOE will use funding separate from the SEED Grant.
3.7. Upon award of funding, the selected applicant is consenting to the use of a technical monitor for the duration of the proposed project.

3.8. NH DOE reserves the right to issue periodic notices, memos, and updated reporting forms and information.

3.9. NH DOE requests notification about media inquiries, responses, and copies of published clippings.

3.10. NH DOE reserves the right to participate in meetings and publicize progress of this program.

3.11. NH DOE reserves the right to pull back funds if appropriate.

3.12. Any changes to this Notice of Funding Availability will be made in writing and made available to the public on NH DOE’s website. No oral modifications will be binding.

3.13. All contracted activities resulting from this Notice of Funding Availability are subject to the availability of Federal funds.

3.14. NH DOE has allocated no more than $80,000 for this contract.

3.15. This Notice of Funding Availability (NOFA) does not commit NH DOE to make any awards, nor does it obligate NH DOE or any other entity to pay for any costs incurred in the preparation and submission of the proposals, negotiations, or meetings subsequent to the proposal date, or in anticipation of an award. No award executed as a result of this Notice of Funding Availability will be considered legally binding until duly authorized and approved by the Governor and Executive Council of the State of NH.

3.16. NH DOE has the right to terminate the Notice of Funding.

4. Evaluation Procedures and Selection Criteria

4.1 Procedure for Proposal Evaluation

Proposals will be evaluated and an award will be made according to the criteria set forth in section 4.2 of the NOFA. The evaluation will be based solely on the proposals. Therefore, insufficient or unclear information may result in a low score.

The procedure for proposal evaluation and school selection will be as follows:

- An Evaluation Team for the State will review the information and proposals submitted by each proposer based upon the criteria established in the NOFA.
- If numerous acceptable and potentially acceptable proposals have been submitted, the Evaluation Team will rank the proposals and create a “priority list” of the
proposers who submitted high ranking proposals. Each of these proposers may participate in a detailed oral interview to more fully discuss their approach to this project.

- A letter of intent will be sent out to the selected school’s authorized submitter and an agreement will be entered into between NH DOE and the chosen authorized submitter, which will be subject to Governor and Executive Council approval.
- After Governor and Executive Council approval, work can begin on the proposed project.

4.2 Selection Criteria and Weight
Applications will be evaluated out of 100 points based on the criteria described in the following section:

*Complete Proposal (0 points)*
Incomplete proposals will not be accepted. Proposals submitted after this deadline will be rejected and returned to their sender unopened.

*Essential Application Requirements (5 points)*
Applicant must meet all Eligibility Requirements and General Requirements and Conditions.

*Application Submission Requirements (10 points)*
Applicant has answered and submitted all required attachments.

*Quality and Clarity of Application (10 points)*
The proposal is concise.

*Confidence in Applicant’s Ability to Meet General Requirements and Conditions (5 points)*
Public disclosure requirements, compliance with reserved NH DOE/USDOE rights, etc. NH DOE can retract funding if out of compliance.

*Proposed Project Budget (20 points)*
Shows fiscal responsibility and understanding of available project funds and expects financial audits and other scrutiny.

*Ability to Disperse Funds Expeditiously (15 points)*
Through a proposed timeline, applicant demonstrates that all funds can be expended by June 30, 2022. Governor and Executive Council process takes approximately 4 weeks.

*Creativity of Project Proposal (10 points)*
Innovative and realistic projects are encouraged.

*Project Proposals Relevant to Energy Efficiency (25 points)*
Projects proposed in the application must be listed in, or similar to, those projects listed in Section 5 of this NOFA. List potential energy savings that will be gained from proposed project.
5. Possible Projects

Examples of possible energy saving measures include, but are not limited to:

**Daylighting**: Install things such as blinds, overhangs, lightshades, etc. to maximize the amount of daylight that comes into the classroom. By installing daylight responsive lighting controls, lighting will increase as it gets darker, decrease as more daylight comes into the room.

**Plug Load Controls**: To reduce power being absorbed by devices when they are plugged in but off. These savings can range installing them to copiers can save on average $12 dollars a year. Installing them to refrigerated vending machines can save on average $274 dollars a year per refrigerated vending machine.

**Building Automated Control Systems (BAS)**: A computerized control system that can be installed to regulate lighting, HVAC, and other sources of energy in schools to make the building more energy efficient. With the installation of a BAS system facility operators overseeing the system will be trained to use it ensuring long term energy saving.

**Building Envelope**: This improvement would consist of adding insulating material to the ceiling or roof areas of buildings that presently have little or no ceiling/ roof insulation. Windows should also be considered if cost effective.

**Domestic Hot Water (DHW) Systems**: Adding high efficiency water heaters and controls added to existing equipment. With the installation of a DHW system facility operators overseeing the system will be trained to use it ensuring long term energy saving.

**Equipment**: Some buildings contain specialty equipment which may benefit from energy improvements.

**Additional Measures**: Proposers are encouraged to include additional energy conservation measures in their proposals above and beyond the ones specifically listed in this NOFA if they contribute to the overall goals of energy efficiency. These measures should be listed in a way such that they can be easily included or excluded from the remainder of the proposal.
6. Designated Contact Person
Any questions related to this Request for Proposals (RFP) must be submitted in writing to:

Alexis LaBrie  
New Hampshire Department of Energy  
21 South Fruit Street, Suite 10  
Concord, NH 03301  

OR by email:  
alexis.m.labrie@energy.nh.gov  

All responses will be posted to NH DOE website at the following link:  
https://www.energy.nh.gov/requests-proposals  

7. Tentative Schedule

NH DOE will make every effort to process applications and prepare a final contract in accordance with the schedule below. However, the review process to prepare a contract for consideration by the Governor and Executive Council can result in delays. Final approval of any contract is at the discretion of the New Hampshire Governor and Executive Council.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 11, 2021</td>
<td>Notice of Funding Availability Issued</td>
</tr>
<tr>
<td>November 15, 2021</td>
<td>Deadline for all applications, 4:00pm</td>
</tr>
<tr>
<td>November 19, 2021</td>
<td>Applicants are notified of application status</td>
</tr>
<tr>
<td>Upon G&amp;C approval</td>
<td>Work begins</td>
</tr>
<tr>
<td>June 30, 2022</td>
<td>Contract completed</td>
</tr>
</tbody>
</table>