

APPLICATION FOR SUSTAINABILITY AWARDS (SUS)

Please submit separate form for each award. If the project is across more than one development, provide information for all developments. Awards are for a minimum of \$1,500 and a maximum cumulative awards of \$150k per LHA over two years except if the LHA is in a Municipal Light Territory. If the latter, the maximum is \$150k per year.

Submittals should go to:

Greg Abbe at: gregory.abbe@mass.gov
with cc to: simone.early@mass.gov
your DHCD Project Manager and
your RCAT Project Manager if a PLHA

Include in the Email Subject Line the title: **Sustainability Award Request & your LHA Name**

Please refer to the “Sustainability Award Category List” for components and projects which may qualify for funding and the requirements for each.

The availability of funds is subject to Sustainability Funding in each year, and therefore not all “qualifying” projects will be funded.

| BACKGROUND INFORMATION | |
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| Housing Authority Name | |
| Today’s Date of Application for SUS – Energy | |
| Submitted by: Name and Title | |
| Executive Director’s Name (if not submitter) | |
| Executive Directors email | |
| Development Name | |
| Development # | |
| # of Buildings in development | |
| # of Buildings impacted by this renovation | |
| # of Units in development | |
| # of Units impacted by this renovation | |
| Name of RCAT PM, if PLHA | |
| Email address of RCAT PM, if PLHA | |
| DHCD PM | |
| DHCD Architect or Engineer | |
| Chair of Board of Commissioners | |

| UTILITY PROVIDERS | |
|---|--|
| Name of electricity provider (if in Municipal Light Territory, indicate “Muni”) | |
| Name of gas provider (indicate if “None”) | |
| Primary source of heat (electricity, gas, oil or propane) | |

| LEAN ENERGY AUDIT | |
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| <p>Note: energy audit which evaluated <i>requested component</i> must have been within the past 4 years in order for the project to qualify for SUS funding¹. This is required to be filled out even if submitting an application for doors, indoor air quality improvements, toilets or exterior improvements. Even though LEAN doesn't typically pay for these items, it will give a fuller understanding of your overall sustainability.</p> | |
| Name of LEAN Administrator for electric components Examples: Action Inc. for NGrid; ABCD for EverSource, Community Action for WMECO (Western MA) and Cape Light Compact | |
| Name of LEAN Administrator for gas components, if different from electric components Examples: Action Inc. for NGrid; ABCD for EverSource, WMECO, Columbia Gas and Berkshire Gas | |
| Name of contractor who installed components paid for by LEAN: i.e. RISE Engineering is often hired by Action, Inc.; ClearResult is often hired by ABCD | |
| For all dates below, provide month and year of signed contract. If you only have date of component(s) installation, provide those dates and indicate as such. | |
| Date of most recent electric energy audit <i>for this development</i> | |
| Date of most recent electric energy audit for the specific component , if different than above | |
| Date of most recent audit for Air Source Heat Pumps only, if relevant | |
| Date of most recent GAS audit if one was done for boiler/furnace/domestic hot water and/or air sealing/insulation if heated by gas. Muni's are required to have a gas audit if any gas components are being requested. | |
| Indicate if specific component requested was partially – but not completely installed by LEAN. <i>Provide details</i> – i.e. interior lighting was provided, but not parking lot pole lighting, even though LHA requested pole lighting to be evaluated. | |
| Indicate if specific component was rejected by LEAN because it wasn't cost-effective, or reason was not given. | |

¹ The LEAN program will evaluate and consider installing the following components: **ELECTRIC:** Lighting – all locations in and outside building(s) except emergency lighting; refrigerators; showerheads. **GAS or ELECTRIC, depending on fuel type:** Air sealing & insulation – all locations (attic, attic hatches, walls, basement ceilings); HVAC systems (boilers/furnaces/domestic hot water/air source heat pumps); weather-stripping on doors. Windows and exterior doors are **not covered** except in extreme cases of extremely high electric use for heating. Aerators for faucets should not be accepted by a LHA because they are often quickly removed by tenants, which removes any water flow control at all.

| PROJECT DETAILS | |
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| Sustainability Award Category: Water, Building Envelope, HVAC, Lighting, Refrigerators, Indoor Air Quality or Exterior (if the category is Water, attach the Water Application for Toilets & Showerheads) | |
| Describe urgency of project and comment on why you are requesting funds at this time. Reference any relevant implications on energy-use, and envelope or HVAC system durability. | |
| Indicate if requested award is stand-alone, or one component of a larger project ² | |
| A. If stand-alone: | |
| 1) Provide details of project and # of items – <i>e.g. 20 exterior doors or 3 boilers in 2 buildings</i> | |
| 2) Estimated Construction Costs (from CPS or consultant) | \$ |
| 3) Estimated % soft costs and \$ soft costs | % and \$ |
| 4) Estimated TDC | |
| 5) FISH number if assigned | |
| 6) Name of project & CPS # (required) | |
| B. If part of a larger project: | |
| 1) Provide details of larger project and # of items – <i>e.g. roof replacement on 9 of 10 buildings</i> | |
| 2) Estimated Construction Cost of larger project (without Sustainability component) | \$ |
| 3) Estimated soft costs of larger project (only non-Sustainability components if there are separate soft costs identified for Sustainability component) | \$ |
| 4) Provide details of Sustainability component and # of items – <i>e.g. air sealing and insulation in 9 of 10 buildings with new roofs</i> | |
| 5) Estimated Construction Cost of Sustainability component | \$ |
| 6) Estimated \$ soft costs of Sustainability component, if separately identified | % and \$ |
| 7) Estimated TDC of Sustainability component | \$ |
| 8) Estimated TDC of entire project (non-Sustainability + Sustainability TDC) | \$ |
| 9) FISH number if assigned | |
| 10) Name of project & CPS # (required) | |

² For example, if new roofs have already been installed, and **afterwards** Air sealing and insulation is requested, this award needs to be a separate project, with a separate CPS and FISH #'s. If Air Sealing and Insulation is spec'd within the original Scope of Work, it will use the CPS and FISH #s of the larger project.

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| Indicate whether Force Account Labor will be used | |
| FY of request – i.e. FY20 if bidding is expected before April 30 th , 2020 and FY21 if bidding is expected after April 30 th , 2020 | FY |
| Expected CSC – season (winter, spring, summer or fall) and year | |

| AWARD APPROVAL PROCESS | Responsible Party |
|--|--|
| 1) The Project will be reviewed by DHCD to see if it meets the requirements of Sustainability Funding. If the requirements are met, an award will be made based on available funding for the funding year requested. | DHCD Sustainability Program Developer |
| 2) If the awarded project becomes a new component of an existing FISH project, the TDC will need to be adjusted in the project budget and the title of the project changed to reflect the award. | DHCD Project Manager |
| 3) If awarded project is for a new project, a CPS Project needs to be created and a revision to the capital plan made. A new FISH# will be generated in the revision process. | RCAT Project Manager or LHA |
| 4) The title of ALL projects with Sustainability Awards must be created with and/or changed to reflect the award year and Sustainability Title, i.e. FY19 Sustainability – Energy, <i>Component & # (i.e. Doors (20))</i> . | DHCD Project Manager |
| 5) For exterior door projects, provide the draft tenant letter described in the Sustainability Award Category List. | RCAT Project Manager or LHA |