



Municipal Lighting Plant -Municipal Energy Efficiency Program



PON-ENE-2014-027

GRANT APPLICATION

INTRODUCTION

Energy efficiency costs a fraction of the price of generating power and has the benefit of managing costs and reducing greenhouse gas emissions. It is considered Massachusetts' "first fuel." Currently, Mass Save[®] energy efficiency programs are available to residents and businesses in the majority of Massachusetts municipalities served by the investor-owned utilities and the Cape Light Compact. Residents and businesses served by one of the 41 municipal utilities in the state, also known as municipal light plants (MLPs), may not have access to energy efficiency programs, depending upon the offerings of individual MLPs.

In 2012, the Massachusetts Department of Energy Resources (DOER) developed a pilot program for MLPs to leverage their own efficiency funds with awards from DOER. DOER awarded funds to the Massachusetts Municipal Wholesale Electric Company (MMWEC) acting on behalf of Westfield, Chicopee, and Ipswich Municipal Lighting Plants, as well as the Reading Municipal Light Department, for energy efficiency programs. MMWEC leveraged an original efficiency budget of over \$836,000 with the DOER grant of \$142,500 to offer energy assessments and incentives to commercial and industrial (C&I) customers. Reading leveraged an original efficiency budget of \$270,000 with the DOER grant of \$50,000 to install 246 residential electric water heaters with smart grid controls that can be used by the municipal utility to reduce demand on peak days and, by doing so, control electricity costs for all of its customers. Building on the success of this pilot, DOER is seeking proposals to administer energy efficiency programs for customers of MLPs, including municipalities themselves.

This grant opportunity is a collaborative effort between DOER's Energy Efficiency and Green Communities Divisions. The mission of the Energy Efficiency Division is to ensure deployment of all cost-effective energy efficiency. The mission of the Green Communities Division is to serve as the lead energy resource for all Massachusetts municipalities and public entities. Thus, this program will award only proposals that include both an MLP energy efficiency program and at least one energy efficiency project to be completed at a municipal facility served by the MLP. The municipal project must be an efficiency project intended to conserve the fuel(s) provided by the MLP.

FUNDING

The funding available under this solicitation is \$1.5 million and derives from the Regional Greenhouse Gas Initiative (RGGI) auction proceeds, as authorized under M.G.L. c. 21A §22(c)(1)(iv) and 225 CMR 13.06(9)(d) to promote energy efficiency, conservation, and demand response.

- Funding will be awarded on a competitive basis.
- Only complete applications will be considered.
- Requested grant amounts can range from \$100,000 to \$250,000 per MLP.
- The period of performance will extend over two years.
- A maximum of 10 percent of the award may be used for administrative purposes.

ELIGIBILITY CRITERIA/PROGRAM REQUIREMENTS

- The MLP is the lead applicant for this program. All awards will be executed through a contract with the MLP.
- All MLPs are eligible to apply in collaboration with one or more of the municipality(s) they serve.
- Public and not-for-profit entities (e.g., municipal joint action agencies, regional planning agencies, etc.) acting on behalf of one or more MLPs and the municipalities they serve are eligible to apply. Each MLP's application must include a proposed efficiency project at a municipal facility in at least one of the municipalities included in this application.
 - A minimum of \$25,000, but no more than 50% of the total grant funds, must be allocated to the municipal energy efficiency project(s).
 - A "municipal facility" includes municipal buildings, school buildings (including those in regional school districts), water or wastewater facilities (including those in districts or governed by an enterprise fund) and streetlights.
- The application must clearly describe an active collaboration between the MLP and the municipalities included in this application.
 - At a minimum, each municipality included in the application must have in place at the time of the application an Energy Committee with at a minimum a liaison from the MLP to the committee. See Appendix F
- Applicant MLPs must commit to providing municipal energy use data to MassEnergyInsight (MEI) on a quarterly or more frequent basis for each of the municipalities included in this application for a minimum of one year preceding and two years following the municipal efficiency project(s).¹ Each municipality included in this application must identify an authorized user for MEI.²

¹ A sample data release letter can be found at: <http://www.mass.gov/eea/energy-utilities-clean-tech/green-communities/massenergyinsight.html>

² To authorize an user, see: http://massenergyinsight.net/mei/pdfs/MEIAuthorization_Guidelines.pdf

- Applications must contain, at a minimum, the information requested in the application. DOER will reject incomplete applications.
- Quarterly and final reports will be required. These shall include efficiency program metrics, measurement and verification (M&V) methodology and other information as requested.
- ***All applications are due via the online submission process outlined in Attachment G by 5pm on April 30, 2014.***

EVALUATION CRITERIA – [Including, but not limited to:](#)

- Expected MLP energy efficiency program impact, including the percentage and type of customers served, expected energy savings, and expected energy cost savings
- Demonstrated collaboration between the municipal light plant and the municipality(s) included in this application in pursuit of energy management and energy awareness
- Energy savings and cost-efficiency of the proposed municipal efficiency project(s)
- Innovativeness of the proposed energy efficiency program
- Leveraged MLP efficiency funds

REQUIRED APPLICATION MATERIALS TO BE SUBMITTED ONLINE

- Applicant Information (Attachment A)
- MLP Energy Efficiency Program and Municipal Project Narratives (Attachment B)
- Program Budget (Attachment C)
- Municipal Light Plant Certification of Application (Attachment D - must be provided for each MLP in application)
- Municipality Certification of Application (Attachment E - must be provided for each municipality in application)
- Energy Committee Letter (Attachment F - must be provided for each municipality in application)

PROCUREMENT CALENDAR & ASKING QUESTIONS

| | |
|--|-------------------|
| DOER issues PON | February 26, 2014 |
| Deadline for Submitting Questions | April 23, 2014 |
| Deadline for Applications | April 30, 2014 |
| Selection of Winning Proposals (subject to change) | May 28, 2014 |

- This PON is available at www.comm-pass.com as PON-ENE-2014-027 and www.mass.gov/energy/greencommunities under “Publications and Reports”.
- **IMPORTANT NOTICE: COMMPASS WILL BECOME “COMMBUYS” ON MARCH 24, 2014.**
- **THE TIMING OF THIS SOLICIATION AND THE CHANGE IN THE STATE PROCUREMENT SITE WILL REQUIRE RESPONDENTS TO ACCESS THIS SOLICIATION AT COMMBUYS AFTER MARCH 24, 2014**
- **PLEASE CHECK-IN THROUGH EMAIL AND/OR THE DOER WEBSITE FOR ANY COMMUNICATION, AMENDMENTS, AND QUESTIONS AND ANSWERS REGARDING THIS SOLICITATION.**
- ALL questions must be submitted to DOER, care of Aimee Powelka at Aimee.Powelka@state.ma.us, by 5pm on April 23, 2014 with “PON-ENE-2014-027 MLP EE Question” in the subject line.
- Responses will not be sent individually to inquirers, rather questions and answers will be posted weekly on the DOER website at: <http://www.mass.gov/eea/grants-and-tech-assistance/guidance-technical-assistance/agencies-and-divisions/doer/doer-procurements.html>

ATTACHMENT A - APPLICANT INFORMATION

| | |
|--|---|
| Municipal Light Plant or Municipal Joint Action Agency Name (Lead Applicant) | Municipality(s) Included in this Application* |
| Point of Contact | Point of Contact |
| Title | Title |
| Street Address | Street Address |
| City/Town | City/Town |
| Zip Code | Zip Code |
| Telephone | Telephone |
| Email | Email |

* For applications with more than one municipality, please list below all municipalities included in application and include municipal contact information as requested above.

ATTACHMENT B – PROGRAM NARRATIVE

- Please attach a program narrative, limited to seven pages, that addresses all of the following.
- **NOTE: If application consists of more than one MLP or municipality, please make clear if the program information is the same for all, or note how it varies for each.**
- MLP energy efficiency program implementation strategy, including program planning and development and a plan for outreach and customer communications
- Description of energy efficiency program elements, e.g., energy efficiency assessments, technical studies, types of rebates and incentives
- MLP energy efficiency program evaluation plan, including the methodology to be used for measurement and verification of the efficiency program's energy savings
- Expected MLP energy efficiency program impact, including number and type of customers served, expected energy saved, and expected energy cost savings
- Description of the applicant's demonstrated ability to administer energy efficiency programs
- Description of the relevant experience and experience of staff who will administer the program, including resumes
- Plans for sustaining the efficiency program beyond the time period of the grant, including demonstrated commitment on the part of the municipal utility and funds leveraged
- Description of collaboration between the MLP and the municipality. (Examples include the MLP's current ability to provide energy assessments of municipal facilities or incentives towards municipal energy efficiency projects.)
 - At a minimum, the municipality(s) included in this application must have in place at the time of the application an Energy Committee with at least one representative from its MLP.
- A description of the proposed municipal project(s), including projected energy and cost savings and a complete copy of relevant energy assessments.
 - A minimum of \$25,000, but no more than 50% of the total grant funds, must be allocated to the municipal energy efficiency project(s).
 - The municipal project must be one or more energy efficiency measures for the fuel(s) provided by the MLP.
- The name of the MEI Authorized User for the municipality(s) included in this application.³ If the application is being submitted is from a municipal joint action agency on behalf of one or more MLPs, a description of the Agency's role must be provided.

3 To authorize an user, see: http://massenergyinsight.net/mei/pdfs/MEIAuthorization_Guidelines.pdf

ATTACHMENT C – PROPOSED BUDGET

- Below is a **SAMPLE** Format for a proposed budget. The line items will be dependent upon the program proposed. Not all Program Categories must be included in the application, only those in the proposed MLP energy efficiency program.
- For projected annual electricity, thermal and cost savings please include savings from both requested DOER funds and leveraged funds.
- For applications with more than one municipality, please provide this table for EACH municipality, as well as a table with the combined total.

| SAMPLE PROPOSED BUDGET FORMAT | | | | | |
|--|----------------------|-----------------|--|--|------------------------------------|
| Program Category | Requested DOER Funds | Leveraged Funds | Projected Annual Electricity Savings (MWh) | Projected Annual Thermal Savings (MMBtu) | Projected Annual Cost Savings (\$) |
| Residential Incentives | \$ | \$ | | | \$ |
| Commercial Incentives | \$ | \$ | | | \$ |
| Industrial Incentives | \$ | \$ | | | \$ |
| Residential Audits | \$ | \$ | | | \$ |
| C&I Audits | \$ | \$ | | | \$ |
| Municipal Efficiency Project(s) ⁴ | \$ | \$ | | | \$ |
| Admin (max 10%) | \$ | \$ | | | \$ |
| Total | \$ | \$ | | | \$ |

⁴ Please insert a separate line for each municipality participating in this application that is including an energy efficiency project(s).

ATTACHMENT D - MUNICIPAL LIGHTING PLANT CERTIFICATION OF APPLICATION

(Must be provided by each MLP in application)

The Certification of Application below must be provided as a ***scanned pdf with signature***.

CERTIFICATION OF APPLICATION

The **Municipal Light Plant Manager** must complete this certification.

I, _____ am authorized to execute said Application on behalf
of _____, the applying Municipal Lighting Plant(s) and
verify that the information in the Municipal Lighting Plant Municipal Energy Efficiency Program
application is true. **In addition, by signing this statement, I am attesting that the Municipal Lighting
Plant(s) shall a) work with each municipal utility it serves to track and manage municipal energy
usage using MassEnergyInsight; and b) implement a municipal efficiency project(s) using this
funding.**

[Signature of Municipal Light Plant Manager]

[Title of Municipal Light Plant Manager]

[Date]

ATTACHMENT E- MUNICIPALITY CERTIFICATION OF APPLICATION

(Must be provided by each municipality in application)

The Certification of Application below must be provided as a ***scanned pdf with signature***.

CERTIFICATION OF APPLICATION

The **Chief Executive Officer** must complete this certification.

I, _____ on behalf of

_____, the participating municipality, verify that the

municipality's information in the Municipal Light Plant Municipal Energy Efficiency Program

Application is true.

[Signature of Chief Executive Officer]

[Title of Chief Executive Officer]

[Date]

NOTE: THE CHIEF EXECUTIVE OFFICER IS DEFINED AS THE MANAGER IN ANY CITY HAVING A MANAGER AND IN ANY TOWN HAVING A CITY FORM OF GOVERNMENT, THE MAYOR IN ANY OTHER CITY, AND THE BOARD OF SELECTMEN IN ANY OTHER TOWN UNLESS SOME OTHER OFFICER OR BODY IS DESIGNATED TO PERFORM THE FUNCTIONS OF A CHIEF EXECUTIVE OFFICER UNDER THE PROVISIONS OF A LOCAL CHARTER OR LAWS HAVING THE FORCE OF A CHARTER.

ATTACHMENT F – ENERGY COMMITTEE LETTER

Municipalities included in this application must submit a letter signed by the Chief Executive Officer demonstrating evidence of an Energy Committee, including when the committee was formed, the committee's charge, the names of the members and the role they fill (e.g. elected official, municipal staff, volunteer), and the name of the chair.

- Please indicate how often the committee meets
- The Committee must include a liaison from the MLP. Please describe their role and the frequency of their expected attendance at meetings.

NOTE: THE CHIEF EXECUTIVE OFFICER IS DEFINED AS THE MANAGER IN ANY CITY HAVING A MANAGER AND IN ANY TOWN HAVING A CITY FORM OF GOVERNMENT, THE MAYOR IN ANY OTHER CITY, AND THE BOARD OF SELECTMEN IN ANY OTHER TOWN UNLESS SOME OTHER OFFICER OR BODY IS DESIGNATED TO PERFORM THE FUNCTIONS OF A CHIEF EXECUTIVE OFFICER UNDER THE PROVISIONS OF A LOCAL CHARTER OR LAWS HAVING THE FORCE OF A CHARTER.

ATTACHMENT G - INSTRUCTIONS—ONLINE GRANT APPLICATION SYSTEM

Getting Started

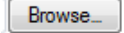
- No paper submission is required or accepted for the grant application. The process is online and electronic only.
- **Provide basic information to Jane.Pfister@state.ma.us** that will enable DOER to pre-set the Online System for your application. Please provide the entity name, legal address including zip code, and the primary contact name, title, email, and phone number. The primary contact will receive an email invitation to the online application system and will be required to create a user profile.
- Use a high speed (broadband) Internet connection if possible. Dial-up connections work, but may be frustratingly slow.
- Gather all of your electronic materials before beginning submission process.
- Name your electronic files with your entity name followed by wording that makes the content of the file clear – **this is REQUIRED**.
- **Please read and follow the short, easy-to-follow instructions below.**

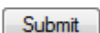
Online System Instructions

- **PLEASE NOTE:** You cannot return to a partially completed form to add or correct information. If you log out without using the <Submit> button, nothing has been saved in the system.
- To practice using the online application: don't use the <Submit> button. When you use the <Submit> button the information on the form along with uploaded files will be saved to DOER's system. If you log back in, the form will be blank BUT the system saved your files and information.
- **PLEASE ONLY SUBMIT ONCE.** If you do not see your MLP or entity name on the drop-down pick list, made a mistake, or forgot something, please contact Jane Pfister at jane.pfister@state.ma.us / 617-626-1194.

Submitting Your Grant Application

1. Fill out the online grant application form completely. You will upload multiple files using the form. Begin EACH file name with entity name then wording that makes the content of the file clear - this is **REQUIRED**.
2. Using the Upload fields (green lines near the bottom of the form), upload:
 - Applicant Information (Attachment A)
 - MLP Energy Efficiency Program and Municipal Project Narratives (Attachment B) (Use one upload line for each Program or Project Narrative)
 - Proposed Program Budget (Attachment C)
 - Municipal Light Plant Certification of Application (Attachment D - must be provided for each MLP in application)
 - Municipality Certification of Application (Attachment E - must be provided for each municipality included in the application)
 - Energy Committee Letter (Attachment F - must be provided for each municipality included in the application)

For each file to be uploaded, click in a blank white space or on a grey <Browse> button , browse to and select a file on your computer, then double click on it or choose open in the dialog box. The file's path on your computer will show in the blank white space.

3. Review the form and upload line carefully to make sure everything is complete and how you want it. Use the calendar icon below the upload lines to select the date-time, and then click on the <Submit> button. 
4. After you have clicked the <Submit> button, you will be redirected to a confirmation page that says your application has been submitted. Shortly you will receive an email from DOER confirming that the Green Communities Division has received your grant application and confirming the number of files uploaded.

Get Help

Pre-Grant Application Process - [Contact your Regional Coordinator](#)⁵ Online Process and Technical Issues
 -Contact Jane.Pfister@state.ma.us / 617-626-1194

⁵ <http://www.mass.gov/eea/energy-utilities-clean-tech/green-communities/green-communities-coordinators/>