



## Windham County Renewable Energy Program Request for Proposals

APPLICATIONS DUE JUNE 25th @ 4 p.m. Eastern

The Windham Regional Commission (WRC) is offering a third round of matching grants for renewable energy generation projects within Windham County through the successful Windham County Renewable Energy Grant Program. The funding is awarded through the Clean Energy Development Fund (CEDF). This is part of the funding that was dedicated for use in Windham County as part of the State's settlement agreement with Entergy Vermont Yankee. Total funds available are \$66,000 with a minimum award amount of \$10,000 and a maximum of \$66,000. **The grants require a minimum of 50% cash or in-kind match.**

The Windham Regional Energy Committee will score the proposals and decide on the grant awards at their July meeting. WRC will issue the grants as soon as possible and require that awarded projects be complete by May 31, 2019. The grant funds will be paid to grantees as reimbursements of grant eligible expenses when the work is completed and upon submittal of invoices.

The WRC seeks proposals for renewable energy generation installations in Windham County. Per Clean Energy Development Fund rules, grants will not be awarded to efficiency or conservation projects, nor will priority be given to feasibility projects.

### Eligibility:

- Applicants must be public entities or a public-serving institution (PSI). PSIs include the following non-profit entities: hospitals, health centers, public schools (preschool, K-12, and colleges/universities) affordable and/or senior housing organizations (including homeless shelters), senior or teen centers, and municipalities.
- Projects must be shovel ready and installed by May 2019.
- Projects must be located in Windham County.

### Program Priorities:

#### *General priorities (no points assigned):*

- Biomass (including wood, methane, biogas), micro hydropower, and geothermal<sup>1</sup> technology projects have priority over solar projects
- Renewable heat and transportation fuels have priority over electric generation.
- Projects which utilize local professionals, installers, and developers

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<sup>1</sup> Defined by CEDF as: direct use of geothermal heat to either generate steam to produce electricity, or hot water for heating.  
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### *Weighted priorities (100 points):*

These priorities are weighted to serve as a guideline for the applicant and the WRC application review committee. The committee seeks a diverse pool of proposals and recognizes that some projects may meet multiple priorities, while others may meet only one or two but do so exceptionally well. For this reason the committee reserves its ability to be flexible in its discretion to achieve regionally important outcomes. Projects will be evaluated based on the following program priorities with a total possible score of 100:

- Municipal Projects: Projects sited on municipally-owned or controlled properties which benefit the municipality as a whole. (13 points)
- Neighborhood or Community-Scale Projects: The goal is to support projects that benefit more than one home or business; therefore applications should support renewable energy development by groups of homes and/or businesses (i.e., a neighborhood or community). The possible exception to this would be a single commercial or non-profit entity that is a major consumer of non-renewable energy within the region at present. (16 points)
- Projects that Promote Economic Development in Windham County: Economic development in this context is defined as projects that create new long-term employment (i.e., permanent jobs beyond those involved in the development and construction of the project). Projects that emphasize this priority should tie into the Windham Region Comprehensive Economic Development Strategy and its goals and objectives (<http://seveds.com/windham-region-comprehensive-economic-development-strategy-ceds/>). (17 points)
- Projects that have High Creativity and/or Educational Value: Projects that support the transfer of knowledge and understanding to others about renewable energy generation and are designed with access and education in mind. Also projects that address renewable energy through design that integrates well within all aspects of the site context (building form, site ecology, aesthetics, etc.) beyond simply capturing the energy source. (22 points)
- Projects utilizing heavily-impacted sites: Projects utilizing heavily-impacted, difficult to develop sites such as quarries, landfills, mines, industrial sites, commercial and industrial rooftops, and brownfields. (10 points)
- Underserved communities or groups: Projects which serve to invest in renewable energy generation and reduce energy insecurity for underserved or at-risk communities or groups (e.g., low-income, elderly, etc.). (14 points)
- Projects which create or enhance energy system resilience. (8 points)

Note: Only new projects are eligible for funding under this RFP. Grants will not reimburse costs already incurred.

### ***How your application will be evaluated***

The WRC's Energy Committee will review all applications. The committee will be using the point system on the priority project categories as a general guide. The committee will consider the following metrics and applicants must address these items in their application.

#### *Metrics to be provided by applicants:*

- The project must be financially viable. It must clearly demonstrate that all necessary funding beyond the requested grant amount is secured, and that the project is financially sustainable for the duration of its operating life.
- Accounting of how WCREP funding will be used and how the balance of the system will be financed/paid for.
- Estimated dollars to be saved annually through the operational project.
- Type and estimated gallons of fossil fuel saved through the operational project.
- Annual tons CO2 emissions displaced (show calculations and assumptions) through the operational project.
- Total cost of system installed.

### ***How to apply***

To apply, please submit the application packet containing:

- The attached application summary form
- Detailed project description
- Budget and narrative
- Town Plan compliance letter from Selectboard
- Partner letters of commitment

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- Landowner commitment letter (if project is sited on land not belonging to grantee)
- Certificate of insurance

***Application deadline and review timeline***

Applications are due by **4:00 p.m. on June 25, 2018**. Questions must be submitted in writing to [mmajor@windhamregional.org](mailto:mmajor@windhamregional.org) by June 4th. A document answering questions and the application can also be found online at <http://www.windhamregional.org/energy/grant-programs>. Applications may be submitted electronically to Marion Major at [mmajor@windhamregional.org](mailto:mmajor@windhamregional.org) or by post to 139 Main Street, Suite 505, Brattleboro, Vermont 05301. Applications will be reviewed by the Energy Committee at their subsequent meeting. Applicants will be notified of the results as soon as possible after review.

### Application Summary Form

Project Title:	Grantee:
Amount Requested: \$	Grantee Address:
Project Address (if different from grantee address):	Property Owner of Project Site:
Installation Capacity:	
Brief Project Description (1-2 sentences):	
Metrics Once Project Is Operational:	
Estimated Dollars Saved Annually:	Type and Estimated Gallons of fossil fuel saved annually:
Annual tons CO2 Displaced:	
If this is a consortium (group) application, please identify who will have the primary responsibility for the administration of the grant, and how the match is spread among the project participants.	
Budget*:	

\*: Fillable spreadsheet is available at <http://www.windhamregional.org/energy/grant-programs>. Alternatively, the spreadsheet can be obtained from the grant administrator ([mmajor@windhamregional.org](mailto:mmajor@windhamregional.org))

<b>APPLICANT NAME:</b>				
<b>PROJECT TITLE:</b>				
<b>1. CAPITAL COSTS (provide supporting info and/or detail in budget narrative)</b>				
List items	CEDF \$ Requested	Funds from Applicant (Cash Match) \$	Value of In-kind contributions \$	Project Total
				\$0
				\$0
				\$0
				\$0
<b>Subtotal Capital Costs:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>2. SUBCONTRACTOR SERVICES &amp; SALARIES (provide supporting info and/or detail in budget narrative)</b>				
List provider and service (e.g., Engineering, Design, Installation, etc.), including hours and rates	CEDF \$ Requested	Funds from Applicant (Cash Match) \$	Value of In-kind contributions \$	Project Total
				\$0
				\$0
				\$0
<b>Subtotal Subcontractor Services:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>3. OTHER (itemize and explain)</b>				
List item (e.g. Travel, Insurance, etc.)	CEDF \$ Requested	Funds from Applicant (Cash Match) \$	Value of In-kind contributions \$	Project Total
				\$0
				\$0
<b>Subtotal Other:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>4. TOTAL DIRECT COSTS (1-3)</b>				
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Required Attachments:**

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- Project Description (not to exceed 3 pages- 5 points deducted per page over limit)
  - Describe the project and its purpose.
  - Provide project timeline.
  - Describe project context (overall project if installation is part of a larger project), including how it physically relates to the property where it is being installed, how it relates physically to adjoining properties.
  - Please also explain why the funding is being sought and whether or not the project is dependent upon WCREP funding to be built.
- Letter of Town Plan and Policy compliance from Selectboard
- Landowner commitment letter should the installation be developed on land not owned by the grantee
- Partners providing match or financial support commitment letter
- Project partner letter of support
- Installer references of passed projects similar in scope

## **Attachment A**

If awarded, before commencing work the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the WRC through the term of the Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the WRC.

*Workers Compensation:* With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

*General Liability and Property Damage:* With respect to all operations performed under the contract, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations  
Products and Completed Operations  
Personal Injury Liability  
Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 per Occurrence  
\$1,000,000 General Aggregate  
\$1,000,000 Products/Completed Operations Aggregate  
\$ 50,000 Fire/ Legal/Liability

If awarded, party shall name the WRC and its officers and employees as additional insureds for liability arising out of this Agreement.

*Automotive Liability:* The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

If awarded, party shall name the WRC and its officers and employees as additional insureds for liability arising out of this Agreement.