

ENERGY EFFICIENCY PROJECT APPLICATION

APPLICANT: _____

AMOUNT REQUESTED: \$ _____

**APPLICATION TO THE
RHODE ISLAND INFRASTRUCTURE BANK
EFFICIENT BUILDINGS FUND
PROJECT PRIORITY LIST**

Updated October 2018



STATE OF RHODE ISLAND
**OFFICE OF
ENERGY RESOURCES**



**RHODE ISLAND
INFRASTRUCTURE BANK**

Efficient Buildings Fund Application – Energy Efficiency Project

EFFICIENT BUILDINGS FUND PROJECT PRIORITY LIST APPLICATION

Submission Instructions:

- Complete applications including all attachments are due on **BY THE DUE DATE LISTED IN THE PUBLIC NOTICE**. Only complete applications will be reviewed.
- All questions regarding this application should be sent via e-mail to DOA.EffBuildFund@energy.ri.gov by **THE DATE LISTED IN THE PUBLIC NOTICE**. The OER will respond to all questions within 48 business hours. All questions and answers will be posted on the OER website.
- Applicants shall submit one (1) electronic copy and three (3) paper copies of the application and all attachments to: RI Office of Energy Resources, One Capitol Hill, Providence, RI 02908 and DOA.EffBuildFund@energy.ri.gov.
- Applications must be signed by the highest elected official within the entity.
- Applicants applying for both energy efficiency (EE) and renewable energy (RE) projects should submit two (2) separate applications – one (1) for the energy efficiency project and one (1) for the renewable energy project.
- School applications must be submitted separately from municipal applications.
- Use only staples, paperclips and binder clips. Do not use report binding materials such as binders, plastic report covers, plastic dividers, vinyl sleeves, GBC binding, etc.
- Electric vehicle charging infrastructure can be included in either an EE or a RE application. If an applicant is submitting both an EE and RE application, it is the applicant's responsibility to ensure there is no redundant information with respect to electric vehicle charging infrastructure projects in the two applications. The expected increase in energy use by the electric vehicle charging infrastructure must be ≤ proposed or recently completed RE and/or EE projects.
- Energy storage projects must be submitted as part of a RE application.
- For additional information, please refer to the following supplemental documents, which can be found at www.energy.ri.gov/RIEBF.

Scoring Criteria:

- Each complete application received will be scored using the criteria and point allocations detailed in the "EBF Application Scoring Sheet" which can be found at www.energy.ri.gov/RIEBF.
- When two or more projects score equally under the Project Priority List ranking system, the project with the greatest score in Section A of the Scoring Criteria will receive the higher ranking. If this results in a tie score then the project with the greatest score for the "Readiness to Proceed" in Section B of the Scoring Criteria will receive the higher ranking. In the event a tie still occurs, RIIB shall select the project to receive the higher ranking.

Required Documents:

- Energy Usage Baseline Data (please submit as an Excel spreadsheet)
- Energy Usage Baseline Narrative
- Application Form (this form)
- Project Summary Form (Excel form) (download at www.energy.ri.gov/RIEBF)
- Letter of Intent to Develop a Strategic Energy Management Plan OR a complete Strategic Energy Management Plan (download and find reference documents at www.energy.ri.gov/RIEBF)
- Energy Audits and/or equipment specification sheets with installation contracts, or other OER-approved documents to justify the energy savings and costs estimates of all measures included in the application and project summary form

Reference Documents:

- Guidance on Submitting Energy Usage Baseline and Narrative
- Template and Guidance on Submitting Strategic Energy Management Plans
- Sample Energy Management Plans
- EBF Application Scoring Sheets
- Rules and Regulations for the Efficient Buildings Fund Project Priority List
- Efficient Buildings Fund Information Session Presentation
- Frequently Asked Questions
- Letter of Support from RI Department of Elementary and Secondary Education

APPLICATION CHECKLIST

To ensure that a complete application is submitted and will be reviewed in a timely manner, please verify and **INITIAL EACH ITEM BELOW**. Only complete applications will be scored and ranked. Applicants shall submit one (1) electronic copy and three (3) paper copies of the following documents.

Energy Efficiency Project Information

- _____ 1. *Application Form* – This application package includes a fully completed and signed version of this document.
- _____ 2. *Energy Efficiency Project Summary Form* – This application package includes a completed Energy Efficiency Project Summary Form in Excel and hardcopy. The form can be found in the “Application Documents” section at www.energy.ri.gov/RIEBF.
- _____ 3. *Audit Report(s) for all energy efficiency measures* – This application package includes a copy of the ASHRAE Level II or Level I, or comparable, audit report including energy usage and expenditure data, existing facility conditions, and proposed energy efficiency measures with estimated savings and costs. The report must state the cost savings of each measure **AS ACCURATELY AS POSSIBLE**. The report should not be more than three (3) years old at the time the application is submitted and must have been completed by a Certified Energy Manager or equivalent.
- _____ 4. For any electric vehicle charging infrastructure project, include the turnkey contract provided by the developer/installer with the workmanship warranty information and specifications of the equipment to be installed.

Green Initiatives – Best Practices

- _____ 5. *Baseline Energy Data* – This application package includes a graphical summary of at least two (2) years of consumption and expenditure data for each energy utility (e.g. electric, gas, etc.) for each facility managed by the Applicant. The baseline must include at least electric and natural gas information for **EVERY** facility that is owned or operated by the applicant, not just those being considered for project financing in this application. The use of ENERGY STAR Portfolio Manager is recommended. **PLEASE FOLLOW THE INSTRUCTIONS** outlined in the document “Guidance on Submitting Your Energy Usage Baseline” in the “Reference Documents” section at www.energy.ri.gov/RIEBF.
- _____ 6. *Baseline Narrative* – This application package includes a narrative, no longer than one (1) page, outlining the major findings of the energy data baseline. The analysis includes notes on: Facilities with the highest energy consumption and/or expenditure; Facilities with the highest energy use intensity and/or cost per SQFT; Facilities that have a noticeable increase or decrease in energy consumption and/or expenditure over time; Potential reasons why facilities are showing certain data trends. Please refer to “Guidance on Submitting Your Energy Usage Baseline” in the “Reference Documents” section at www.energy.ri.gov/RIEBF.
- _____ 7. *Energy Management Plan OR Letter of Intent* – This application package includes **EITHER** the Applicant’s energy management plan including, at a minimum, an energy reduction goal and an implementation plan as described in the supplemental document “Guidance on Developing and Energy Management Plan” **OR** a letter of commitment to develop a plan within six (6) months of loan closing (see template letter). Please refer to “Guidance on Developing and Energy Management Plan” in the “Reference Documents” section at www.energy.ri.gov/RIEBF.

I. GENERAL INFORMATION

A. APPLICANT INFORMATION: The person indicated below will be the primary contact for this application. In Section IV, please include the contact information of any other persons to be copied on correspondence related to this application.

Entity Name:	
Contact Name:	
Contact Title:	
Street Address:	
City Or Town:	
Zip Code:	
Phone:	
Email:	

B. VENDOR INFORMATION

If the entity is currently partnering with an installation contractor or another firm that is supporting this project, please provide their contact information below. If multiple contractors or firms are involved, please list others in section V of this application.

Vendor Name:	
Vendor Role:	
Vendor Contact Name:	
Vendor Phone:	
Vendor Email:	

C. PROJECT SITE INFORMATION

List the name and address for all facilities/locations included in this application. For streetlights, all lights can be listed as one facility without an address. If more space is needed, please attach additional pages.

FACILITY NAME	FACILITY ADDRESS	APPLICANT OWNS FACILITY

II. ENERGY EFFICIENCY PROJECT INFORMATION

A. ENERGY EFFICIENCY PROJECT SUMMARY FORM

Complete the ENERGY EFFICIENCY PROJECT SUMMARY FORM (see “Application Documents” section at www.energy.ri.gov/RIEBF) and submit it electronically as an Excel file AND in hard copy.

B. ENERGY EFFICIENCY PROJECT DESCRIPTION

Provide a brief narrative description of the proposed project, including all measures. *NOTE: If the applicant would like measures completed within the last two (2) years to be considered in proposal review (not for financing), please describe them here and include completion dates.*

C. DETAILED PROJECT SCHEDULE AND MILESTONES

Provide below or attach a complete schedule of all major activities and milestones (permitting, equipment purchases, construction start, etc.) associated with the implementation of the project, from notice of award to project completion. *Project should be ready to commence construction within 90 days of loan signing.*

<p>PROJECT SCHEDULE</p>

III. APPLICATION CERTIFICATION

This Application must be signed by the highest elected official within the applying entity.

By signing below, the Applicant certifies the following:

The Applicant has the authority and ability to borrow funds through the Rhode Island Infrastructure Bank.

To the best of his/her knowledge and belief, the information contained in this application is true and complete and accurately describes the proposed project(s).

Signature: _____

Name: _____

Title: _____

Date: _____

IV. ADDITIONAL CONTACT INFORMATION

In this section, please include the contact information of any other persons to be copied on correspondence related to this application.

Contact Name:	
Contact Title:	
Phone:	
Email:	
Contact Name:	
Contact Title:	
Phone:	
Email:	
Contact Name:	
Contact Title:	
Phone:	
Email:	

V. ADDITIONAL VENDOR INFORMATION

In this section please include any additional vendor or firm information.

Vendor Name:	
Vendor Role:	
Vendor Contact Name:	
Vendor Phone:	
Vendor Email:	

Vendor Name:	
Vendor Role:	
Vendor Contact Name:	
Vendor Phone:	
Vendor Email:	

Vendor Name:	
Vendor Role:	
Vendor Contact Name:	
Vendor Phone:	
Vendor Email:	