

ENERGY EFFICIENCY PROJECT APPLICATION

APPLICANT: _____

AMOUNT REQUESTED: \$ _____

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

September 2016



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



**RHODE ISLAND
INFRASTRUCTURE BANK**

EFFICIENT BUILDINGS FUND PROJECT PRIORITY LIST APPLICATION

Submission Instructions:

- Complete applications including all attachments are due on **DECEMBER 21, 2016 BY 12:00 PM**. Only complete applications will be reviewed.
- All questions regarding this application should be sent via e-mail to DOA.EffBuildFund@energy.ri.gov by **DECEMBER 14, 2016**. The OER will respond to all questions within 24 hours. All questions and answers will be posted on the OER website.
- Applicants shall submit one (1) electronic copy and four (4) 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 and renewable energy 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.
- For additional information, please refer to the following supplemental documents, which can be found at www.energy.ri.gov.

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. Scoring for applicable sections will be scaled based on applications received.
- 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.

Application Documents:

- Application Form (this document)
- Energy Efficiency Project Summary Form (Excel form)
- Template Letter of Intent to Develop a Strategic Energy Management Plan

Reference Documents:

- Guidance on Submitting Energy Usage Baseline and Narrative
- Template and Guidance on Submitting Strategic Energy Management Plans
- EBF Application Scoring Sheets
- Rules and Regulations for the Efficient Buildings Fund Project Priority List
- Efficient Buildings Fund Policies and Procedures
- Efficient Buildings Fund Technical 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 four (4) 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)* – 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 two (2) years old at the time the application is submitted and must have been completed by a Certified Energy Manager or equivalent.

Green Initiatives – Best Practices

- _____ 4. *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.
- _____ 5. *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.
- _____ 6. *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

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

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

C. PROJECT SITE INFORMATION

List the name and address for all facilities included in this application. For streetlights, all lights can be listed as one facility and no address is required. 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.

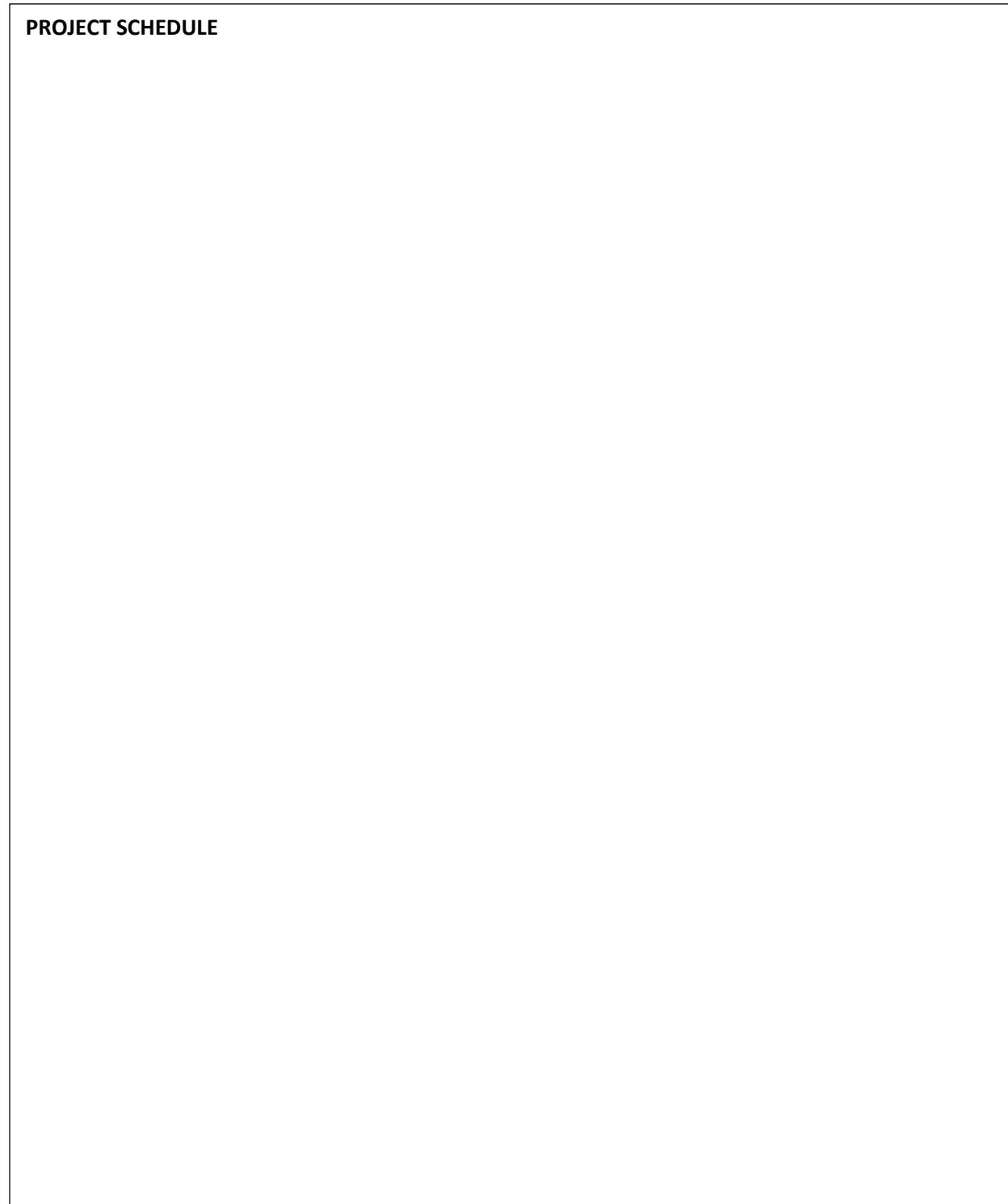
B. ENERGY EFFICIENCY PROJECT DESCRIPTION

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 SCHEDULE



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: _____