



CDFA
COMMUNITY DEVELOPMENT FINANCE AUTHORITY

SMALL BUSINESS ENERGY AUDIT FUND

APPLICATION AND PROGRAM GUIDE

For additional program details or questions contact:
Scott Maslansky, Director of Clean Energy Finance
Community Development Finance Authority
Main: 603-226-2170 | Direct: 603-717-9123
Email: smaslansky@nhcdfa.org | www.nhcdfa.org

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COMMUNITY DEVELOPMENT FINANCE AUTHORITY

The Community Development Finance Authority (CDFA) is a statewide nonprofit public authority focused on maximizing the value and impact of community development, economic development and clean energy initiatives throughout New Hampshire. The organization leverages a variety of financial and technical resources, including the competitive deployment of grant, loan and equity programs.

CDFA'S VISION & MISSION

CDFA envisions New Hampshire's future with economically and socially resilient communities that reflect and respect their natural surroundings and represent places where people want to live and work. In working towards this vision, CDFA invests in the people of New Hampshire by:

- Enabling its partners to make transformational and sustainable changes;
- Meeting the evolving needs of New Hampshire communities;
- Deploying a well-tuned, effective investment system which directly impacts local communities; and
- Taking an innovative and collaborative approach to development finance.

PROGRAM OVERVIEW

CDFA's Small Business Energy Audit Fund (EAF) provides grant funding to reduce the cost of comprehensive energy audits for New Hampshire agricultural producers and rural small businesses. A comprehensive energy audit can help business owners identify energy efficiency and renewable energy projects that reduce operating costs and increase productivity, occupant comfort, and safety. The audit will estimate implementation costs, savings, and payback. CDFA will work with qualifying business owners to identify an eligible energy auditor as well as incentives and financing opportunities available for implementing the recommended energy upgrades. The program will also be coordinated with utility energy efficiency programs.

This program is part of CDFA's Clean Energy Fund, which provides low-interest loans along with energy technical assistance and project funding guidance to NH businesses, non-profits and municipalities for energy efficiency and renewable energy projects.

Funding for the program comes from a USDA Rural Energy for America (REAP) grant as well as support from the four NH utilities (Eversource, Liberty Utilities, Unitil, and NHEC).

PROGRAM OBJECTIVES

1. Provide access for New Hampshire businesses to reduced cost energy audits in order to guide implementation of comprehensive energy efficiency and renewable energy installations that:
 - a. Reduce operating costs
 - b. Reduce energy use and related environmental impacts
 - c. Improve non-energy benefits including: Building durability, occupant comfort and safety, and workplace productivity;
2. Provide technical assistance to prospective applicants as well as to contractors and partners including in the early stages of a project;
3. Coordinate with contractors, utilities and other partners to identify projects that might benefit from a broader assessment of energy opportunities;
4. Inform applicants about financial and technical resources from CDFA and other entities and specifically USDA's Rural Energy for America Program Renewable Energy Systems & Energy Efficiency Improvement Loans & Grants.
5. Inform prospects of CDFA's other programs about energy opportunities related to their proposed projects.

ELIGIBILITY

Eligible Applicants

New Hampshire rural for-profit businesses and agricultural producers.

Eligibility Requirements (CDFA will determine eligibility)

Applicants must be:

- A for-profit business in good-standing, with a place of business in New Hampshire.
- Located in eligible rural areas. See <https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=rbs>
Please note this restriction does not apply to agricultural producers.
- A “Small business” as defined according to Small Business Administration (SBA) guidelines. https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf

PROGRAM DETAILS

Permitted Uses of Funds

Grant funds must support assessment of spaces used for commercial purposes. In general, residential uses are not eligible, however certain short term housing may be eligible. Mixed use buildings are able to apply grant funds to the portion of the property used for commercial purposes. Energy Audits should review opportunities for multiple building energy systems (unless that system is not applicable or has been recently upgraded or assessed).

The Clean Energy Fund Program Director is qualified to provide technical assistance from the earliest stages of project development through project completion and monitoring. Energy technical assistance as well as guidance regarding rebates, grants, and other sources of project support are available.

HOW TO APPLY

Pre-application consultation with CDFA staff is required before submitting a formal application. To discuss your project and grant application, please contact CDFA at 603-226-2170, or email Director of Clean Energy Financing Scott Maslansky at smaslansky@nhcdfa.org.

All applications must be completed and submitted via CDFA'S Grants Management System (www.nhcdafagrants.org). An outline of the application for this program can be found in Appendix A of this document. Information on using CDFA's Grants Management System can be found in Appendices B and C of this document.

TIMELINES AND FUNDING AVAILABILITY

Online Application and Funding Availability

Applications are available on CDFA's Grants Management System (GMS) throughout the year and funds are available to eligible applicants and applications on a first-come, first-served basis.

Application Process

- Program Director discusses facility and program process with applicant and reviews preliminary eligibility.
- Applicant obtains Level II energy audit quote/proposal from one or more energy professionals.
- Applicant completes program application.
- Program Team reviews application and makes determination (typically within 2 weeks).
- If application is approved, applicant will receive/sign grant Commitment Letter.

PROGRAM ADMINISTRATION

Grant Disbursement

Small Business Energy Audit Fund awardees must submit a claim on CDFA's Grants Management System (GMS) in order for grant funds to be disbursed. Once a claim is submitted with all required information and documentation, funds will be disbursed within 2 weeks.

Required Documentation for Disbursement Claims

- Completed Energy Audit report
- Energy auditor invoice noting 75% grant amount and 25% customer co-pay.
- Evidence that 25% co-pay has been paid (can be noted on invoice above).
- Signed claim form

Post-Award Grantee Requirements

One year following the completion of the energy audit, grantees are required to report on what recommended measures from the audit were completed (if any) and an estimate of the energy savings from those measures.

Program Contact

Prospective Clean Energy Fund applicants are encouraged to consult with CDFA staff before submitting a formal application. For more information, please contact Scott Maslansky, CDFA Director of Clean Energy Finance, at 603-226-2170, or email smaslansky@nhcdfa.org.

APPENDIX A: APPLICATION OUTLINE

Below you will find an outline of the application for the 2020 Small Business Energy Audit Fund. Applications are accepted on a rolling basis through our online Grants Management System ('GMS')(www.nhcdfragrants.org). Hard copy or emailed applications will not be accepted.

I. General Information

- **Primary Contact**
- **Authorized Official/Authorized Official email**
- **Organization Information**
- **DUNS#/Executive Council District/**

II. Organization Information for Eligibility

Please describe your organization including the ownership structure, the type of organization (e.g. 501 (C) 3, LLC, Partnership, etc.); years in business and a detailed explanation of what you do. Please note the USDA eligibility requirement mandate a small business be either an agricultural producer or located in a rural area. Contact CDFA for more details.

- **Briefly describe your business.**
- **NAICS code for applicant (see www.census.gov/naics - then use "Search" feature on left)**
- **Number of Full Time Employees**
- **Number of Part Time Employees**
- **Annual Revenues**
- **Provide name and contact for energy auditor company or to be determined.**

III. Ownership Information

- **Owner Name(s) and % Ownership**

IV. Property Information

- **Add the following property information for each building related to the project**
 - Legal Owner of building
 - Name of building and Address of Building
 - Year Constructed
 - Historical Significance
 - Square Footage of Conditioned (heated and cooled) space
 - Owned or Leased?

V. Required Documents

- **Recent Electric Bill (All Pages)**
- **Recent Natural Gas Bill (All Pages)**
- **12 months of delivered fuel bills (oil, propane, wood pellets) or spreadsheet overview**
- **Energy Audit Proposal**

APPENDIX B: HOW TO REGISTER ON CDFA'S GRANTS MANAGEMENT SYSTEM

Registration Instructions

These instructions are designed to help guide you through the registration process for CDFA's online grants management system (GMS) at www.nhcdfragrants.org. If you encounter any problems, please don't hesitate to contact CDFA at 603-226-2170.

- 1) Go to www.nhcdfragrants.org.
- 2) Click on **Register Here**.
- 3) Complete the form. This will become your personal profile information and includes your contact information as well as information about your organization. Your profile will be used for all grant communication, so make sure it's accurate and up-to-date.
- 4) Fields with a red star (*) are required, and must be completed or you will not be able to submit your registration.
- 5) Once complete, click the Register link at the top of the form.
- 6) CDFA will be notified of your registration and will review and approve within 2 business days. You will then receive an email from GMS with your user ID and password. You can change your password after you log in, under the My Profile on the main menu page.
- 7) Note: All individuals working on an application in GMS must register. If your organization hires a grant writer, they must register as well, under their business. They must submit a GMS authorization form to be associated with the applicant organization. This form can be found in the Funding Opportunity under attachments.

Application Instructions

- 1) Once you're registered, login to GMS.
- 2) Click on **Funding Opportunities**.
- 3) Select the appropriate funding opportunity from the **Opportunity Title** column.
- 4) Click on **Start a New Application**.
- 5) Fill in the General Information and click **Save**.
- 6) When you've finished all the components, click **Submit**.

APPENDIX C: TIPS FOR USING CDFA'S GRANTS MANAGEMENT SYSTEM

These tips are designed to help guide you while using CDFA's online grants management system (GMS) at www.nhcdfragrants.org. If you encounter any problems, please don't hesitate to contact CDFA at 603-226-2170.

- 1) The best browsers to use are Mozilla Firefox or Google Chrome.
- 2) To edit a component, click "edit" near the top of the form. Fields and text boxes will open for you to answer the question(s). Be sure to click on Save after answering questions.
- 3) You can copy and paste from a Word document to a question in GMS. Use the "Paste from Word" feature in each text box banner to avoid copying hidden characters.
- 4) To add a required document, click on the green plus sign to the right of the document. You will then be prompted to browse and attach a file.
- 5) Only attach .pdf or .jpeg documents. If you don't have Adobe software, you can use cutewriter to pdf any document. You can download cutewriter software at www.cutepdf.com.
- 6) If you mark a component complete you can still edit that component until the application is submitted, however, you can't submit your application until all components are marked complete.
- 7) Once you click submit your application will be submitted for review and is only accessible through negotiation. If there is information missing or that needs to be corrected, the respective component(s) will be negotiated back to you for correction.
- 8) After the corrections are made, you must submit the component(s) back to CDFA for review.
- 9) If multiple questions in one component are required fields, you can save the component without answering all of the questions by adding at least one (1) character to each of the required boxes and save. Remember to return and answer these questions before the application is submitted.
- 10) Be sure to "Save" early and often.
- 11) The system will "time out" after three (3) hours of inactivity.
- 12) If you click the back button before you click save your information will be lost.
- 13) Before submitting your application, we recommend that you preview your application, print to pdf and save it to your computer.