

## APPENDIX A: APPLICATION OUTLINE

Below you will find an outline of the application for the Community Facilities Energy Assessment & Technical Assistance Program. Applications are accepted on a rolling basis through our online Grants Management System ('GMS') ([www.nhcdagrant.org](http://www.nhcdagrant.org)). Hard copy or emailed applications will not be accepted.

### I. General Information

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

### II. Organization Information for Eligibility

**Briefly describe your Organization** (Public Bodies need only identify the department developing this project/application).\*

*Please describe your organization including the type of organization (e.g. 501 (C) 3, Municipality, etc.); years in operation (if applicable) and a detailed explanation of what you do.*

### III. Project Information

- **Describe the study/assessment you are seeking support for and the ultimate project you plan to complete\***  
(i.e. – Solar feasibility study. Objective is to develop a series of solar installations to power as many town buildings as possible).
- **How will this project benefit your community or clients?\***
- **Describe your intended process for hiring a consultant.\***  
Note: consultants paid with this grant should not be a potential contractor for the implementation of the ultimate project.
- **What is the estimated cost of the proposed study?\***
- **Timeframe: Describe your estimated timeframe for completing your intended study.\***
- **Ultimate project: Describe your estimated timeframe for completing your ultimate project and status/plan for funding that project (if known).\***
- **Are you currently planning to apply for USDA Community Facilities Direct Loan & Grant funds?\***

### IV. Property Information

Add the following property information for each building related to the project

- Legal Owner
- Name and Address of Building
- Year Constructed
- Historical Significance
- Square Footage of Conditioned (heated and cooled) space
- Owned or Leased

### V. Requested Documents

Upload the Following Documents

- Organization Demographic Data Form (nonprofit organizations only). (CDFA is required to collect these data, but you are not required to disclose it.)
- Request for Proposals for study consultant (if applicable)
- Consultant Proposal for energy-related study (if selected already)

### VI. Certification – Electronic Signature

Prior to application submission, CDFA requires an Authorized Official of the applicant organization to sign a certification.

I certify that I am one of the persons named above and am authorized by the applicant organization to submit

this application. I certify that all statements are true and accurate to the best of my knowledge.

I acknowledge this application is being submitted with the full knowledge and approval of the organization's Board of Directors and that the organization will comply with:

- New Hampshire conflict of interest laws as defined by RSA 7:19-a and RSA 292:6-a; and
- CDFA's Privacy Policy by which you acknowledge all information and documents created, accepted or obtained by, or on behalf of, CDFA are potentially subject to disclosure in compliance with RSA 91-A, New Hampshire's Right-to-Know law.