

APPENDIX A: APPLICATION OUTLINE

Below you will find an outline of the application for the 2020 Community Facility Energy Assessment Program. Applications are accepted on a rolling basis through our online Grants Management System ('GMS') (www.nhcdagrants.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

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

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:

- o New Hampshire conflict of interest laws as defined by RSA 7:19-a and RSA 292:6-a;
- o 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.

The undersigned certifies that to the best of their knowledge and belief, all information contained in the above application and the accompanying statements and documentation is true, complete and correct. The undersigned agrees to notify CDFA immediately if there any material changes to this information contained within. Once you have completed all the required fields, print out this form, sign it and attach a signed copy under the attachments component.

Authorized Official's Name
Print this application, sign and upload here