



CDFA
COMMUNITY DEVELOPMENT FINANCE AUTHORITY

COMMUNITY FACILITIES ENERGY ASSESSMENT PROGRAM

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

TABLE OF CONTENTS

COMMUNITY DEVELOPMENT FINANCE AUTHORITY	3
PROGRAM OVERVIEW	3
PROGRAM OBJECTIVES	3
ELIGIBILITY	4
PROGRAM DETAILS	4
HOW TO APPLY	4
TIMELINES AND FUNDING AVAILABILITY	5
GRANTEE REQUIREMENTS	5
PROGRAM ADMINISTRATION	5
APPENDIX A: APPLICATION OUTLINE	6
APPENDIX B: HOW TO REGISTER ON CDFA'S GRANTS MANAGEMENT SYSTEM	8
APPENDIX C: TIPS FOR USING CDFA'S GRANTS MANAGEMENT SYSTEM	9

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 Community Facilities Energy Assessment Program provides grant funding to reduce the cost of energy-related studies for New Hampshire municipalities and nonprofit organizations. Funded studies and assessments will identify and support implementation projects that reduce future operating and maintenance costs and improve building comfort and health, allowing organizations and communities to better support their core missions. CDFA will work with qualifying applicants to confirm their eligibility for this program and for other funding sources to support their ultimate implementation projects.

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 this program is provided by a USDA Community Facilities Technical Assistance and Training grant. CDFA Awardees will be encouraged to apply to the USDA [Community Facilities Direct Loan & Grant Program](#) for support to implement their improvements.

PROGRAM OBJECTIVES

1. Provide access for New Hampshire nonprofits and municipalities to reduced-cost studies that support implementation of energy efficiency and renewable energy installations that:
 - a. Reduce operating and maintenance costs
 - b. Reduce energy use and related environmental and health impacts
 - c. Provide 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 at any stage of project design;
3. Coordinate with contractors, utilities and other partners to identify projects that might benefit from a broader assessment of energy opportunities; and
4. Inform applicants about financial and technical resources from CDFA and other entities, and specifically USDA's Community Facilities Direct Loan & Grant Program.

The program intends to serve at least 10 different eligible NH communities.

ELIGIBILITY

Eligible Applicants

- New Hampshire municipalities
- Nonprofit organizations in good-standing that have a physical place of business in New Hampshire.

Eligibility Requirements (CDFA will determine eligibility)

- Facility must be located within a Municipality or Census Designated Place (CDP) eligible for USDA Community Facilities Direct Loan and Grant Program.
See https://www.rd.usda.gov/files/NH_cfwepEligibility.pdf.
- Additional scoring criteria will be based on a combination of town population, Median Household Income, readiness for ultimate project, and level of community benefit.

PROGRAM DETAILS

Uses of Funds

Eligible uses of funds include energy audits, energy design charrettes, clean energy feasibility studies, and structural analyses to support the addition of roof insulation or solar. Other studies may also be eligible.

Program Grants may not be used to pay consultants or staff for the development of an application for the USDA Community Facilities Direct Loan & Grant Program or other funding programs.

Grantee Co-pay

The Community Facilities Energy Assessment Program will cover 75% of the cost of eligible studies. Participants are required to pay for 25% of the cost. Coverage of the 25% co-pay by another entity (such as utility incentives) may be acceptable as long as the applicant demonstrates intent to pursue implementation of the ultimate energy project.

Grant Award Cap

Based on limited funding available for the program, each grant award will be limited to \$6,000 - subject to change based on program demand.

Technical Assistance

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 Scott Maslansky, Director of Clean Energy Finance, at smaslansky@nhcdfa.org.

All applications must be completed and submitted via CDFA'S Grants Management System (www.nhcdfagrants.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. Funds are available for 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 completes program application and provides proposal with costs for intended study.
- Program Team reviews application and makes determination (typically within 2 weeks).
- If application is approved, applicant will receive/sign grant Commitment Letter.

GRANTEE REQUIREMENTS

Demographic Data (not required for municipal applicants)

As a recipient of USDA funds for this program, CDFA is required to collect, maintain, and provide data on race, gender, and any other information necessary to determine compliance with civil rights laws. CDFA is required to collect the data, but program applicants are under no obligation to disclose it. A form link is available in the application.

Reporting Requirements

One year following the completion of the study supported by this grant, grantees are required to report on what (if any) ultimate project(s) was completed and an estimate of any associated energy and energy cost savings.

Eligible Consultants

Entities receiving funding are expected to utilize professional consultants with expertise in the field of their assessment. Requests for two or more quotes for the study to be completed are highly recommended (though not required). Consultants selected to complete an assessment/study as part of this grant program are not eligible to contract on the ultimate implementation project. Grant applicants should consult with USDA Community Facilities Direct Loan & Grant program staff to review whether their proposed study will meet the guidelines of that program.

PROGRAM ADMINISTRATION

Grant Disbursement

Community Facilities Energy Assessment Program 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 are typically disbursed within 2 weeks.

Required Documentation for Disbursement Claims

- Completed Energy Study
- Consultant 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

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 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

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.