



CDFA
COMMUNITY DEVELOPMENT FINANCE AUTHORITY

COMMUNITY FACILITIES ENERGY ASSESSMENT & TECHNICAL ASSISTANCE PROGRAM

APPLICATION AND PROGRAM GUIDE

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COMMUNITY DEVELOPMENT FINANCE AUTHORITY

The Community Development Finance Authority (CDFA) is a statewide, nonprofit 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.

We envision a future New Hampshire composed of communities that are economically and socially resilient, reflect and respect their natural surroundings, and represent places where people want to live, work, and play.

To achieve 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.

OUR APPROACH

We believe that all people in New Hampshire should have their basic human needs met, access to opportunity, and be a part of sustainable, vibrant communities. Our role at the Community Development Finance Authority is to provide communities with capital and technical assistance to achieve this vision. Success for us means showing up in ways that are relevant, impactful, and center the existing assets in a community.

HOW DATA SHAPES OUR STRATEGY

Data plays a pivotal role in our work. CDFA's Community Progress Indicators, a set of 13 metrics that assist in measuring socioeconomic well-being and community need at the municipal level in New Hampshire, assist the organization in meeting the evolving needs of New Hampshire communities by informing our strategic priorities and guiding the allocation of resources to the places that need those resources the most.

Identifying quality metrics in alignment with our vision and using them to identify and better understand statewide, regional and local trends helps CDFA support our partners in creating lasting impact within New Hampshire communities. Additional information on CDFA's Community Progress Indicators can be found on the [Resource Hub](#).

PROGRAM OVERVIEW & OBJECTIVES

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 clean energy projects or other community facilities improvements that:
 - a. Reduce operating and maintenance costs
 - b. Reduce energy use and related environmental and health impacts
2. Provide non-energy benefits, including building durability, occupant comfort and safety, improved access and use of spaces and workplace productivity; 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.

DEFINITIONS

The following are definitions of key program terms and should be used to further clarify the program priorities.

Authorized Official	<p>The Authorized Official (AO) is the person who has authority to approve the submission of a grant application and legally enter into a contractual agreement on behalf of the organization or municipality.</p> <p>The AO for a non-profit may be the Executive Director, Chief Executive Officer, a department head, Board officer, or another high-level team member. The AO for a municipality may be a town/city representative such as a town manager, town finance representative, Select Board, or someone who has been given such authority.</p>
Community Progress Indicators (CPI)	<p>Data plays a pivotal role in our work. The Community Progress Indicators (CPIs) are a set of 13 metrics that assist in measuring socioeconomic well-being and community need at the municipal level in New Hampshire. These indicators were chosen through collaboration with the New Hampshire Fiscal Policy Institute and a fellow from the UNH Carsey School of Public Policy. The CPIs are grouped into three categories: Basic Human Needs, Access to Opportunity, and Community Sustainability and Vibrancy.</p> <p>These metrics were chosen due to their level of statistical reliability, public accessibility, probability of continued collection, relevance to the three categories, as well as other factors. CPIs are publicly available on CDFA's Resource Hub and provide towns, cities, and counties across the Granite State access to up-to-date data and information about their community's needs, issues, strengths, and challenges. The data is updated annually and released in December each year.</p>
Evaluation	<p>Program applicants are subjected to a substantial programmatic and financial review. Among other requirements, projects must provide a public benefit, be for a public purpose, and demonstrate that adequate funding was not otherwise available. Recommendations for funding will be based upon applicant's goals, measurable objectives, activities, and needs. A project is considered on its own merits and as it compares to the other applicants in the funding round.</p>
Faith-based nonprofit	<p>CDFA will apply the following principles when considering an application from eligible, faith-based nonprofit organizations:</p> <ul style="list-style-type: none"> • Recipients may not discriminate against a project beneficiary on the basis of religion or religious belief. • Funds may not be used for explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization). Such activities may be offered outside of activities that are supported with CDFA resources. • Participation in any explicitly religious activities must be voluntary.

Municipality	Any city, incorporated town or village, or county in New Hampshire.
Nonprofit	A tax-exempt public charity that operates exclusively for public benefit under section 501(c)(3) of the Internal Revenue Code. Nonprofits must have up-to-date annual reports with the NH Secretary of State and Form 990 tax returns with the Internal Revenue Service. Qualifying nonprofits are those regulated by the Charitable Trusts Division of the NH Department of Justice, governed by volunteer boards with significant fiduciary obligations, and staffed by experienced professionals.

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.

GUIDELINES

Uses of Funds

Eligible uses of funds include (but not limited to): Energy audits, energy design charrettes, infrastructure feasibility studies, structural analyses to support the addition of roof insulation or solar, and capital needs assessments. 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, early project development TA, 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.nhcd FAGRANTS.ORG). An outline of the application for this program can be found in Appendix A of this document. Information on CDFA's Grants Management System (Registration and Applying for Funding) can be found here: <https://resources.nhcd fa.org/programs/grants-system/>.

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.

ADMINISTRATION

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 (if applicable).

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.

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 or other 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).

Program Contact

Prospective program 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 Community Facilities Energy Assessment & Technical Assistance Program. Applications are accepted on a rolling basis through our online Grants Management System ('GMS') (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.