



## SMALL BUSINESS ENERGY AUDIT FUND

### 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 AND OBJECTIVES

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) Energy Audit grant.

## 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.

## **DEFINITIONS**

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

<b>Authorized Official</b>	<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>
<b>Community Progress Indicators (CPI)</b>	<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>
<b>Evaluation</b>	<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>

<b>Faith-based nonprofit</b>	CDFA will apply the following principles when considering an application from eligible, faith-based nonprofit organizations: <ul style="list-style-type: none"> <li>• Recipients may not discriminate against a project beneficiary on the basis of religion or religious belief.</li> <li>• 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.</li> <li>• Participation in any explicitly religious activities must be voluntary.</li> </ul>
<b>Municipality</b>	Any city, incorporated town or village, or county in New Hampshire.
<b>Nonprofit</b>	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 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/document/support-table-size-standards>

## GUIDELINES

### 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](mailto:smaslansky@nhcdfa.org).

All applications must be completed and submitted via CDFA'S Grants Management System ([www.nhcdfagrants.org](http://www.nhcdfagrants.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.nhcdfa.org/programs/grants-system/>.

### 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 on Grants Management System (GMS).
- Program Team reviews application and makes determination (typically within 2 weeks).
- If application is approved, applicant will sign/return grant Commitment Letter.

## 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).

### 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 required 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](mailto:smaslansky@nhcdfa.org).

## APPENDIX A: APPLICATION OUTLINE

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

### I. General Information

- Primary Contact
- Authorized Official/Authorized Official email
- Organization Information
- EUI#/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 mandates 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](http://www.census.gov/naics) - then use "Search" feature on left)
- Number of Full Time Employees
- Number of Part Time Employees
- Annual Revenues
- Related entities List and describe all entities related to the applicant and how they are structured/connected (i.e. subsidiary, other businesses owned by same entity/individual, etc).
- Provide name and contact for energy auditor company.

### 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

### 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.