

# APPLICATION GUIDELINES AND INSTRUCTIONS

(Application No. G2GN001)



## Office of Grants Coordination

**Energy Efficiency and Conservation Block Grant (EECBG) Program**

111 NW First Street, 19th Floor • Miami, Florida 33128

Office: 305-375-4742 • Fax: 305-375-4049

Download application at: [www.miamidade.gov/grants](http://www.miamidade.gov/grants)

**APPLICATION DEADLINE: June 1, 2010 at 4:00 PM**

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## A. INTRODUCTION

**The American Recovery and Reinvestment Act of 2009 (ARRA)**, Public Law 111-5, appropriated funding for the U.S. Department of Energy (DOE) to issue/award formula-based grants to states, U.S. territories, units of local government, and Indian tribes under the Energy Efficiency and Conservation Block Grant (EECBG) Program. The purpose of the EECBG Program is to assist eligible entities in creating and implementing strategies to: reduce fossil fuel emissions in a manner that is environmentally sustainable and, to the maximum extent practical, maximizes benefits for local and regional communities; reduce the total energy use of the eligible entities; and improve energy efficiency in the building sector, the transportation sector, and other appropriate sectors. On September 14, 2009, Miami-Dade County was awarded \$12,523,700 through the Energy Efficiency and Conservation Block Grant (EECBG) Program which is funded under the Federal Stimulus Plan (American Recovery and Reinvestment Act 2009), and administered through the Department of Energy. **The “Grants to Green Nonprofits” or “G2GN”** is one of 13 projects funded through EECBG Program, which includes a mix of energy management projects, citizen outreach and education, sub-grants, pilot/demonstration programs, construction projects, and incentive programs. A complete project list is available at [green.miamidade.gov](http://green.miamidade.gov).

The G2GN Program is a re-granting program allocating up to \$1,000,000 providing energy efficiency improvements (*see list of Eligible Activities, page 7*) on a competitive basis, to 501(c)(3) certified community and faith-based organizations that are located in and serving Miami-Dade County. Private, for-profit local energy service businesses can also participate in the program by applying to receive funding to provide the energy efficient goods and/or services that will be used to implement the projects. Businesses may include, and are not limited to the following (if all other eligibility requirements are met): general contractors; energy efficiency contractors; engineering firms; equipment and appliance distributors and vendors; Energy Star product retailers; HVAC specialists; etc.) The G2GN program, a two-year initiative, will focus on projects that will improve energy efficiency and reduce energy consumption for qualified nonprofit organizations. The purpose of the program is to assist eligible entities with increasing environmental sustainability, improving energy efficiency, and reducing fossil fuel emissions. The goal of the countywide project is to yield a minimum 5% decrease in energy consumption of the specific energy consuming assets and/or facilities.

### ARRA Requirements

In addition to General Terms and Conditions set forth by Miami-Dade County and DOE, all applicants should be advised that special terms and conditions may also apply to projects funded by ARRA relating to:

- Reporting, tracking and segregation of incurred costs;
- Reporting on job creation and preservation;
- Publication of information on the Internet;
- Access to records by Inspectors General and the Government Accountability Office;
- Prohibition on use of funds for gambling establishments, aquariums, zoos, golf courses, or swimming pools;
- Ensuring that iron, steel, and manufactured goods are produced in the United States;
- Ensuring wage rates are comparable to those prevailing on projects of a similar character;
- Protecting whistleblowers and requiring prompt referral of evidence of a false claim to an appropriate inspector general; and
- Certification and Registration.

A complete list of these ARRA special provisions can be found at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm).

To facilitate compliance with all applicable ARRA requirements in the EECBG program, Miami-Dade County is adhering to DOE's recommendations and instructions to pass down the requirements of applicable Federal, State, and local laws, including DOE regulations and program definitions, reporting requirements, policy guidelines, and all other special notices and instructions that are received from the DOE Project Officers for the duration of the grant period. Copies of the contracts (agreements) are included in Section E. Terms and Conditions (E.1 and E.2) of this application as a separate attachment. Recipients should also consult the DOE website, [www.energy.gov](http://www.energy.gov), the OMB website [www.whitehouse.gov/omb/](http://www.whitehouse.gov/omb/), the Recovery website, [www.recovery.gov](http://www.recovery.gov), and the Miami-Dade County (Office of Grants Coordination) website, [www.miamidade.gov/grants](http://www.miamidade.gov/grants) regularly to be alerted of any new guidance and information as it becomes available.

## **B. GRANTS TO GREEN NONPROFITS (G2GN) PROGRAM OVERVIEW**

The County has designated the Office of Grants Coordination (OGC) to serve as the administrative entity for the G2GN grant program. The County will also partner with Florida Power and Light Company (FPL) and the Homestead Energy Services Electric Utility (HESEU) on a non-exclusive basis, to provide on-site energy evaluation surveys to all eligible nonprofit applicants. The surveys will serve as a key determinant in the final review and selection of which energy efficiency project activities will be approved for funding keeping in mind that the G2GN program goal is to yield a minimum of 5% decrease in energy consumption of the specific energy consuming assets and/or facilities.

There are **two applications** contained within this document – **one for interested nonprofit organizations** and **one for interested private, for profit energy service/goods businesses\*** (local energy service providers). *\*Businesses may include, and are not limited to the following (if all other eligibility requirements are met): general contractors; energy efficiency contractors; engineering firms and equipment and appliance distributors and vendors; Energy Star product retailers; HVAC specialists; etc.)* Nonprofit organizations may submit multiple applications for various locations. Due to limited funding, it is the County's intention to make one investment per nonprofit organization; however it will be at the County's discretion to recommend more than one project activity for funding per organization only if it helps the County to achieve its goals for the EECBG Program. In order to participate in the program, all entities must meet certain eligibility requirements, submit a complete application (with all necessary documentation) before the deadline, and agree to adhere to all policy and programmatic stipulations set forth in this guidance including adherence to all special terms and conditions of the American Recovery and Reinvestment Act (as mentioned on pages 3-4 of this application and included in section E: Terms and Conditions), a separate attachment of this application. OGC will convene **two Pre-Application Workshops** to review the application process and requirements for interested entities. One will focus on information for interested nonprofit organizations and one will focus on local energy service providers. The deadline to submit all completed applications will be June 1, 2010 at 4:00 p.m. The dates and times for the workshops are:

### **Community/Faith-Based Organization Pre-Application Workshop**

**May 14, 2010, 10:00 a.m. – 12:00 p.m.**

**Stephen P. Clark Center, 111 NW 1<sup>st</sup> Street, 2<sup>nd</sup> Floor, Commission Chambers, Miami, Florida 33128**

- and -

### **Local Energy Service Provider Pre-Application Workshop**

**May 14, 2010, 2:00 p.m. – 4:00 p.m.**

**Stephen P. Clark Center, 111 NW 1<sup>st</sup> Street, 2<sup>nd</sup> Floor, Commission Chambers, Miami, Florida 33128**

## **B.1 Nonprofit Organizations**

Nonprofit organizations who meet all eligibility requirements (as listed on page 7) are encouraged to apply to be direct beneficiaries for the program. Direct beneficiaries will not apply to receive any monies from the program or the County, but rather they will apply to receive the goods/services for approved energy efficiency activities at their approved sites. Local energy service providers approved for the G2GN program will implement the goods and/or services for direct beneficiaries.

### **Review Process**

All applications received by the deadline will undergo a technical review by County staff. The purpose of the technical review will be to assess all project submissions to determine all of the following requirements were met: eligibility requirements; required documentation is accurate and correct; and all applicable questions were addressed. Applications that are complete and adhere to all program requirements will then move to the second round of review. The second round of review involves agreeing to receive a free on-site energy evaluation survey administered by FPL or HESEU (depending on the applicant's utility service provider). Depending on the volume of applications, the technical review staff will reserve the right to develop a methodology to group the applications for the commencement of energy evaluation surveys (i.e. according to geographic area; size of facility; etc.) to help expedite the process with FPL and HESEU. Once completed, the results of the energy surveys will be shared with the applicant and the County. The County will then forward the energy surveys to a prioritization review committee for the third and final round of review which will result in recommendations for program investment. The prioritization review committee will be comprised of industry experts and County staff who will fully review the survey recommendations to determine which project(s) will have the most substantive impact on energy efficiency and conservation and contribute to the countywide goal of yielding a 5% decrease in energy consumption. Program investment recommendations for awards will take into consideration reasonable cost estimates and the resources available (including shovel-readiness) to implement the project activities yielding the maximum energy savings. Based on demand, the County reserves the right to cap the maximum investment amount per project.

Agreeing to the terms of an on-site energy evaluation survey is not a guarantee to be selected as a direct beneficiary. However, if approved for an activity, direct beneficiaries will be provided with a list of participating Local Energy Service Providers (LESPs) approved for the G2GN program that can provide cost estimates for approved goods and/or services and make a selection. A subrecipient agreement will then be administered by OGC directly with the LESP for the delivery of products/services to the direct beneficiary (nonprofit organization). Nonprofit organizations will be expected to uphold to all the terms and conditions specified in the "CBO Agreement" included in the separate attachment labeled as E. Terms and Conditions.

Due to the necessary analysis and follow-up of energy consumption tracking, it is critical and required that all direct beneficiaries agree to and sign the electric utility account access waiver form (see page 22). Additionally, if an organization who has accepted an energy service project activity from the G2GN program transfers ownership or discontinues service at the location within ten (10) years of the time that the project activity service was completed, notification in writing must be sent immediately to Miami-Dade County, Office of Grants Coordination, 111 NW First Street, 19<sup>th</sup> Floor, Miami, Florida, 33128. The total amount awarded for services rendered through the program may be due and payable to Miami-Dade County at the sole and absolute discretion of the County.

## **B.2 Local Energy Service Providers (LESPs)**

Local private, for-profit energy goods and/or services businesses who meet all eligibility requirements (as listed on page 7) are encouraged to apply to serve as a Local Energy Service Provider (LESP) for the program. Businesses may include, and are not limited to the following (if all other eligibility requirements are met): general contractors; energy efficiency contractors; engineering firms; equipment and appliance distributors and vendors; Energy Star product retailers; HVAC specialists; etc. LESP will apply to be subrecipients for the program. LESP approved to participate in the program will ultimately become part of a G2GN pool of providers and may be called upon to provide the goods and/or services necessary to implement the project activity for which the nonprofit organizations will be the direct beneficiaries. Participation on the list is not a guarantee of funding, but is required to be considered for selection to implement an approved activity and receive funding. LESP will be held responsible for receiving funding/payments and entering into subrecipient agreements directly with the County. As subrecipients, LESP must agree to adhere to all ARRA, DOE, and County terms and conditions explained in this document and the attached subrecipient agreement.

### **Review Process**

All applications received by the deadline will undergo a technical review by County staff. The purpose of the technical review will be to assess all submissions to determine that all of the following components were met: eligibility requirements; required documentation is accurate and correct; and all applicable questions were addressed. Applications that are complete and adhere to all program requirements will then move to the second round of review. The second round of review involves approval by DOE. The County will forward all pertinent information to DOE for final approval and once approved the applicant will be listed as an official LESP for the G2GN program. The list of all approved LESP will be shared with all approved direct beneficiaries. It will be the responsibility of the direct beneficiaries to contact various LESP for a minimum of three cost estimates for approved project activities. LESP will be expected to provide accurate cost estimates in a timely manner that will reflect any and all extraordinary conditions that may be required and mutually agreed upon in order to provide the goods and/or services to the direct beneficiary.

Applicants will have the right to choose the most appropriate LESP, however the County will reserve the right to deny or reject cost estimates that are not compliant with the Federal Acquisition Regulation, Part 31.103 (Contracts with Commercial Organizations). A request for a cost estimate is not a guarantee for an award but is required if a LESP wants to participate in the program. Once a selection is made by the direct beneficiary a local energy service provider (subrecipient) agreement will then be administered by OGC directly with the LESP for the delivery of products/services to the direct beneficiary (nonprofit organization). LESP will be expected to uphold all the terms and conditions specified in the subrecipient agreement for the term of the agreement.

## B.3 Eligibility Requirements

### For Nonprofit Organizations (Community and Faith-Based)

An applicant must:

- a. Be a community or faith-based organization with an IRS 501(c)(3) designation (*an IRS letter of determination of approved status dated prior to the application deadline must be included as part of the application submission*);
- b. Be based or located in and delivering services in Miami-Dade County;
- c. Have ownership or long-term lease (at least 10 remaining years) on the facility/location at which the project activity is being proposed; and
- d. Agree to provide a signed waiver allowing for the local energy utility provider and Miami-Dade County to access information on an applicant's utility account for use in the program.

### For Local Energy Service Providers (LESPs) or Subrecipients

*Applicants (or Businesses) may include, and are not limited to the following (if all other eligibility requirements are met): general contractors; energy efficiency contractors; engineering firms; equipment and appliance distributors and vendors; Energy Star product retailers; HVAC specialists; etc.).*

An applicant must have ALL of the following:

- a. A physical place of business and be doing business in Miami-Dade County;
- b. Possess all required license(s) and legally operating in Miami-Dade County;
- c. Have all necessary insurance and certification requirements for their respective trade/industry service area;
- d. Have been in the business of providing the goods and/or services (proposed for the G2GN program) for a minimum of one year;
- e. Have a completed W-9 form on file (or submit at time of application) to do business with Miami-Dade County; and
- f. Have a DUNS (Data Universal Numbering System) number (*a DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. Obtaining a DUNS number is a free, simple, one-time activity. You can apply for one at <http://fedgov.dnb.com/webform/displayHomePage.do>*).

## **B.4 Funding Information**

Miami-Dade County may allocate up to \$1,000,000 in EECBG funding for the Grants to Green Nonprofits (G2GN) program. There are no minimum or maximum grant requests. However, depending on the volume of eligible applications received by the deadline and the limited funding available, Miami-Dade County reserves the right to establish an investment award cap on all approved project activities. Cost match is not required for this program, however, special consideration will be given to those applicants able to provide or leverage cash match for their projects including identifying utility cost-sharing programs or other federal, state, or local incentives to leverage the grant investment. Miami-Dade County will also reserve the right to give priority consideration to eligible project activities that can qualify for FPL's incentive program which can also be used to leverage the grant investment.

All eligible nonprofits will receive an on-site energy evaluation survey at no cost. However, receipt of an energy evaluation survey is not a guarantee for a project activity investment but is required to be considered as a direct beneficiary. Depending on the number of eligible applications received, the on-site surveys may be limited to one location per nonprofit organization (for those submitting multiple applications).

Program investment recommendations for awards will take into consideration reasonable cost estimates and the resources available (including shovel-readiness) to implement the project activities yielding the maximum energy savings. Based on demand, the County reserves the right to cap the maximum investment amount per project.

Actual grant award amounts/requests will be determined after an organization with a recommended project obtains three (3) cost estimates from approved LESP's for the G2GN program. Applicants will have the right to choose the most appropriate service provider, however the County will reserve the right to deny or reject cost estimates that are not compliant with the Federal Acquisition Regulation, Part 31.103 (Contracts with commercial organizations).

Payments will be made directly to LESP's for expenses allowed and approved in the cost estimate submitted to the County. LESP's will be required to submit to the County adequate proof, as determined by the County in its sole discretion, that the LESP incurred the expenditures. It shall be presumed that the LESP has provided adequate proof of having incurred expenses if the LESP submits to the County canceled checks or original invoices approved by the LESP's authorized representative. In no event shall the County provide an advance of G2GN funding to a LESP or to any contractor or subcontractor or vendor hereunder, nor shall the LESP advance G2GN funds to any party.

## B.5 Eligible and Ineligible Activities

Funding from the G2GN program may be used for the following approved project activities (and may not be limited to), to achieve energy benefits:

1. **Ceiling/Attic insulation** - replacement to an energy efficient, eco-friendly insulation.  
Benefit: Reduces heat gain and loss.
2. **Lighting** – replacement to energy efficient lighting system, occupancy controls/sensors, auto dimming according to natural light.  
Benefit: Reduces cooling and energy use.
3. **Insulation of Heating Ventilation and Air Conditioning (HVAC) ductwork** - including the sealing of duct joints and seams and removing ductwork outside the building conditioned space.  
Benefits: Reduces heat gain and loss in the ductwork.
4. **Replacement of hot water heaters to On Demand water heaters.**  
Benefit: Minimizes distribution losses.
5. **Replacement of Heating Ventilation and Air Conditioning (HVAC) systems** - installation of more efficient HVAC systems, such as ones that can also divide buildings into thermal zones or occupancy controls (i.e. Direct-Expansion DX; Demand Control Ventilation DCV; and Energy Recovery Ventilation ERV).  
Benefit: Reduces cooling and energy use and load.
6. **Replacement of inefficient appliances** – replacement to Energy Star products.  
Benefit: Reduces energy usage and load.
7. **Replacement and/or Treatment to Windows and Doors.**  
Benefit: Reduces energy absorption and maintains cooler temperature.

If an energy evaluation survey makes recommendations for energy efficiency improvement activities not listed above, the County will reserve the right to consult with DOE to seek approval on the activity before an award is granted.

### Ineligible Activities

Funds can NOT be used for any new construction, including construction of new walls. These funds can NOT be used for waste water treatment facilities, generators, solar panels, swimming pools, or golf courses. Funds can NOT be used for projects at facilities whose primary use is to support inherently religious practices such as religious instruction, worship, or proselytization. The County will also reserve the right to disallow any costs that may be in conflict with further guidance set forth by DOE and ARRA requirements.

## **B.6 Selection Criteria**

Completed energy evaluation surveys will be shared with the applicant and the County. They will also be submitted for final review by the prioritization review committee. Agreeing to the terms of an on-site energy evaluation survey with FPL and/or HESEU is not a guarantee to be selected as a direct beneficiary for an approved project activity. The prioritization review committee will be comprised of local industry experts and County staff who will fully review the survey recommendations to help determine which project(s) activities will have the most substantive impact on energy efficiency and conservation and contribute to the countywide goal of yielding a 5% decrease in energy consumption. However, a survey recommendation will not be the sole basis used to fund a project activity. Energy evaluation survey results AND other program criteria will be taken into consideration before final investment recommendations are made to the County.

Additional factors that the prioritization review committee will consider may include, but are not limited to:

- Overall energy reduction and savings
- Cost benefit ratio
- Leveraging of other funds
- Geographic location to ensure funding investments are distributed to represent a cross section of diverse areas within the county
- Ongoing viability of an organization (direct beneficiary)

Program investment recommendations will also take into consideration reasonable cost estimates and the resources available (including shovel-readiness) to implement the project activities yielding the maximum energy savings. Based on demand, the County reserves the right to cap the maximum investment amount per project.

## **C. APPLICATION FOR COMMUNITY/FAITH-BASED ORGANIZATIONS**

### **C.1 Instructions**

1. All interested community and faith-based organizations must read the "G2GN Application Guidelines and Instructions" before completing the application.
2. Review the eligibility criteria on *Page 7 - B.1 Eligibility - "For Nonprofit Organizations (Community and Faith-Based)."*
3. All interested applicants must review the Terms and Conditions specified in the CBO Agreement (see Section E.1) and commit to enter into an Agreement with the County if selected for a project activity.
4. All interested applicants should review the Terms and Conditions specified in the LESP (Subrecipient) Agreement to be aware of how the program will be implemented. CBOs must be willing to enter into a Contractor's Agreement with a LESP approved by the County if selected for a project activity.
5. Only one application per CBO will be accepted. (Only one physical location can be specified in the application form for the energy efficiency project).
6. Complete the Application Form (Pages 12-20).
7. Make sure that the Authorized Representative has signed the application (Page 13).
8. Review the Application Checklist to ensure all required documentation is attached (Page 21).
9. Applicants must submit (1) original plus (12) copies of their application in a sealed envelope or box properly addressed and labeled as:

**Grants To Green Nonprofits Program  
Application No. G2GN001 - CBO Application**

**Attn: Daniel T. Wall, Director  
Office of Grants Coordination  
C/O Miami-Dade County Clerk of the Board  
Stephen P. Clark Center  
111 NW First Street, Suite 17-202  
Miami, Florida 33128**

**(Name of Organization Here)**

10. CBOs submitting multiple applications (one per location) must clearly indicate the priority for each location on the application form with a number 1 representing the highest priority.

Complete applications are due to the Clerk's Office on or before **4:00 pm on June 1, 2010** .

Applications may be mailed, sent by courier, express-mailed, or hand-delivered to the Clerk's Office. Applications cannot be faxed or emailed. Applicants are responsible for completing the application and all applicable instructions (providing required forms, documentation, etc.), and submitting the materials on time, on or before the submission deadline to the Clerk's Office. The Clerk's Office is open only between the hours of 8:30AM and 4:30PM, Mondays through Fridays, excluding County observed holidays. Applications will NOT be accepted at the Office of Grants Coordination. Any application delivered to/received by the County Clerk after the 4:00 PM deadline listed above WILL NOT be accepted.

## C.2 Application Form (Community/Faith-Based Organizations)

*(Please print or type in black ink)*

I. GENERAL INFORMATION	
Organization's Legal Name:	Date:
Address:	
City:	Zip Code:
County Commission District:	Congressional District :
Unincorporated Area (yes or no):	
Municipality (yes or no): <i>If yes, list the name of the municipality:</i>	
Employer/Taxpayer Identification Number (EIN/TIN):	Organizational DUNS number:  <i>The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <a href="http://fedgov.dnb.com/webform/displayHomePage.do">http://fedgov.dnb.com/webform/displayHomePage.do</a></i>
Annual Operating Budget:	
Name and Contact Information of Person to be Contacted on Matters Involving this Application:	
First Name:	Last Name:
Title:	
Phone:	Fax:
Email:	
Authorized Representative Information:	
First Name:	Last Name:
Title:	
Phone:	Fax:
Email:	

## II. SIGNATURE OF AUTHORIZED REPRESENTATIVE

By signing this application, I certify (1) to the statements contained in the list of required documentation and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I understand this opportunity is funded by the American Recovery and Reinvestment Act of 2009 and also agree to comply with any resulting terms if I agree to be a direct beneficiary of the G2GN program. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties (U.S. Code, Title 218, Section 1001).

I AGREE

Signature of Authorized Representative:

Date Signed:

## III. SITE INFORMATION

### A. STRUCTURE

Property Address for Energy Efficiency Project:

Mailing Address (if different from above):

Property Folio and Legal Description:

Square Footage of Entire Building:

**Year the Building was Built:**

**Is the Building 50 Years Old or Older? YES  NO**

*If “yes” the organization must contact the State Historic Preservation Office (SHPO) immediately to assess whether or not the property is listed or eligible for listing in the National Register of Historic Places. Applicable properties may also need to meet the specifications reflected in the Secretary of the Interior’s Standards or Rehabilitation Guidelines for Rehabilitating Historic Buildings (U.S. Department of the Interior, National Park Service). If the property is selected for an award, the receipt of the award will be contingent on proper documentation and procedures from the SHPO. Due to the federal requirements for the full expenditure of ARRA funding, Miami-Dade County will reserve the right to award/or withdraw awards for projects at buildings that will require SHPO reviews and certifications that will exceed the program deadline. SHPO contact information is available at the following link: <http://www.ncshpo.org/find/index.htm>.*

**Type of Building: (construction type, stories, etc.)**

**Do you Own or Long Term Lease the Building? (Documentation must be included with application)**

**Own  Long Term Lease**

**How Long has the Organization Been at the Facility/Building?**

**Is the Facility/Building a Public Location?**

**What is the Maximum Occupancy of the Location?**

**What are the Days and Hours of Operation of the Location?**

**List all the Separate Rooms Used at the Facility/Building. (Include number of offices, lobby area, kitchen, restrooms, etc.)**

**B. OPERATIONS**

**Organization Background (1/2 page maximum limit)**

**Briefly describe your organization's mission, goals, and history in serving Miami-Dade County. Include the types of services or goods that are provided to the community at the location.**

**Annual Operating Budget for 2008-2009:**

**Annual Operation Budget for 2009-2010:**

**List all sources of current funding for the organization and amounts. Explain any funding cutbacks/losses experienced in the last year and how the organization has adjusted.**

**Is the organization delinquent on any federal, state, or local debts? (If “yes”, provide explanation)**

**Funding Sources from Partners**

**Does the organization receive funding from Miami-Dade County, Florida Power and Light Company or the City of Homestead? If “yes” please specify the nature of funding and the amount.**

**Funding from Other Sources**

**Does the organization currently have sources to leverage funding (i.e. incentives, cash match, other federal, and non-federal funds) that could be used to supplement an award in the G2GN program for an energy efficiency project? Explain.**

**Statement of Need (One page maximum limit)**

**Briefly identify the purpose and use of the facility/building, its condition, problems, and/or needs. Discuss the history of the facility/building (age, condition, etc.). Specify any known energy waste issues and identify an energy efficiency improvement that the organization would like to have. Explain how energy efficiency improvements will impact your mission, program, services, and/or activities.**

**C. EQUIPMENT**

*The following responses will be used by FPL and HESEU to prepare for the on-site energy evaluation survey.*

How many computers are located in the building?

Do the computers have built-in energy saving features and if so, are they activated?

Are computers left ON overnight and on weekends?

Are monitors switched OFF when not in use?

How many photocopiers/printers are in use at the facility/building?

Are the photocopiers/printers left ON overnight and on weekends?

Are vending machines/water coolers/or other large appliances in use at the location? Please list and explain purpose.

What types of cooling and heating systems are used for the facility/location? (i.e. central A/C, window unit, etc.). List tonnage, make/model, and age of each unit.

Are digital thermostats and/or timers in use at the facility/building?

List the number of windows on each side of the facility/building and identify if they are tinted:

\_\_\_ on the West                      \_\_\_ Tinted

\_\_\_ on the Southwest              \_\_\_ Tinted

\_\_\_ on the Northwest              \_\_\_ Tinted

Are lights left ON overnight and on weekends?

What types and sizes of light bulbs are being used at the location?

#### **IV. ENERGY EFFICIENCY**

##### **Past Energy Efficiency and Conservation Performance (1 page maximum limit)**

**Within the past three years, please state if your organization has made modifications, retrofits, renovations, repairs, and/or upgrades to your facility/building (structure). Include any upgrades to the interior (i.e. building appliances, fixtures, electrical, and/or gas devices). Describe the changes and/or improvements and the effect it has had on the organization.**

**Has the organization had an energy evaluation survey within the last 12 months? If yes, list the name of the entity that completed the survey and attach a copy to the application. Briefly provide an overview of the outcome of the survey.**

## **V. PHOTOGRAPHS**

**Attach two photographs of the location (facility/building) being proposed as the site for the energy efficiency activity. One exterior and one interior photograph.**

### C.3 Checklist of Required Documentation (for CBOs)

The following is a checklist of required documentation for applications submitted by a nonprofit organization (CBO) applicant in order to receive a free energy evaluation survey which could potentially result in an award in the G2GN program.

An applicant must attach and submit:

- One original and 12 copies** of the completed application form (Section C.2) of this package properly packaged and labeled (see Section C.1 Instructions). The original should be labeled as "Original".

Each application should have an appendix including:

- Proof of non-profit/not-for-profit 501(c)(3) corporate status showing it is in ACTIVE status (a printed copy of the current organization's Certificate of Status from the Division of Corporations, Florida Department of State's website: [www.sunbiz.org](http://www.sunbiz.org)) that is dated prior to the application submission deadline. Failure to satisfy this requirement will render the proposal as non-responsive.
- Applicants must submit, a complete copy of your organization's most current certified accountant's audit report and all related financial statements made in accordance with applicable OMB Circular A-133, verifying that the organization is on sound financial footing. If a certified audit is not available, such entities are still required to submit a certified report of audited financial statements. At a minimum, your organization's IRS Form 990 must be submitted in the name of the Proposer organization or the proposal will be considered non-responsive and may not be forwarded to an Evaluation/Selection Committee.
- A signed FPL/HESEU Utility Account Access Waiver Form (Attached on Page 22 – Must be Printed on Applicant Letterhead).
- Proof of ownership or long-term lease (at least 10 remaining years) of the facility/building being applied for to benefit from an energy efficiency project activity.
- G2GN Land Owner Consent Form (Attached on Page 23).
- Copy of a previous completed energy survey (if applicable).
- Two photographs of the facility/building (exterior and interior) as requested in the application, section V. Photographs. Please make sure to label photo with name of location.

## C.4 Electric Utility Account Access Waiver Form

(Must Print on Organization's Letterhead)

FPL ACCOUNT NUMBER: \_\_\_\_\_

Or

HESEU ACCOUNT NUMBER\*: \_\_\_\_\_

(\*for City of Homestead HESEU customers only)

NAME OF TENANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

NAME OF CUSTOMER (Organization)\*: \_\_\_\_\_

\*(as it appears on billing statement)

Tax I.D. #: \_\_\_\_\_

I \_\_\_\_\_, allow Miami-Dade County complete access to any information regarding the account referenced above for purposes of the Grants to Green Nonprofits Program. This includes energy, financial, and/or power information.

I further acknowledge that I am the account holder responsible for all aspects of this account.

The date of the access to this account is from September 2009 until September 2013 (the performance period of the County's EECBG program) or until the account is closed. If the account is closed and/or transferred, immediate notification in writing will be sent to Miami-Dade County, Office of Grants Coordination.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name and Title

**Miami-Dade County, Grants to Green Nonprofits Program Contact:**

Miami-Dade County, Office of Grants Coordination  
Attention: Delores "Dee" Green, Project Manager  
111 NW First Street, 19<sup>th</sup> Floor  
Miami, Florida 33128  
305-375-4742

## C. 4 Grants to Green Nonprofits (G2GN) Program PROPERTY/LAND OWNER CONSENT FORM

The Property Owner of the facility/location where the G2GN project activity will be implemented agrees that:

- (1) The proposed energy efficiency project would be a permanent improvement to a structure or building, such as a lighting system upgrade, HVAC system or system component, air curtain, insulation or other equipment that the Project Applicant and/or Property Owner will not remove even if the Project Applicant moves to another location; and
  
- (2) The Project Applicant name below, **leases or owns** (circle one), the structure or building to which this activity would be implemented.

Project Applicant (Direct beneficiary): \_\_\_\_\_

Project Address: \_\_\_\_\_

Property/ Building Owner: \_\_\_\_\_

Building Owner Contact Information (Address and Phone):  
\_\_\_\_\_  
\_\_\_\_\_

Lease Agreement Title and Date: \_\_\_\_\_

Names of Parties to the Lease: \_\_\_\_\_  
\_\_\_\_\_

Term of Lease: \_\_\_\_\_

I hereby certify that I am the legal owner of the property at the Project Address listed above. I further certify that I have reviewed the Grants to Green Nonprofit grant application for the proposed project, that I agree to the installation/performance of the proposed project, that the proposed project does not violate the terms of my lease or other agreement with the Project Applicant and that I have no plans to remove or dismantle the proposed project in the foreseeable future.

By: \_\_\_\_\_  
(Signature of Owner)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## **D. APPLICATION FOR LOCAL ENERGY SERVICE/PRODUCT PROVIDERS**

### **D.1 Instructions**

1. All interested local private, for-profit energy service/goods businesses must read the “G2GN Application Guidelines and Instructions” before completing the application.
2. Review the eligibility criteria on *Page 7 - B.1 Eligibility –“For Local Energy Service Providers (Subrecipients).”*
3. All interested applicants must review the Terms and Conditions specified in the Local Energy Service Provider (Subrecipient) Agreement (see Section E.2) and commit to enter into an Agreement if selected to implement goods/services for the G2GN program.
4. Applicants (LESPs) who are selected by a CBO and approved by the County to perform projects activities (goods and/or services) must complete a “Miami-Dade County Vendor Registration Package” (contained in the Terms and Conditions section) before a contract is executed.
5. Only one application per Local Energy Service Provider (LESP) will be accepted. (However, several goods/services can be included in the application).
6. Complete the Application Form (Pages 25-28).
7. Make sure that the Authorized Representative has signed the application (Page 28).
8. Review the Application Checklist to ensure all required documentation is attached (Page 29).
9. Applicants must submit (1) original plus (12) copies of their application in a sealed envelope or box properly addressed and labeled as:

**Grants To Green Nonprofits Program  
Application No. G2GN001 - LESP Application**

**Attn: Daniel T. Wall, Director  
Office of Grants Coordination  
C/O Miami-Dade County Clerk of the Board  
Stephen P. Clark Center  
111 NW First Street, Suite 17-202  
Miami, Florida 33128**

**(Name of Business Here)**

Complete applications are due to the Clerk’s Office on or before **4:00 pm on June 1, 2010** .

Applications may be mailed, sent by courier, express-mailed, or hand-delivered to the Clerk’s Office. Applications cannot be faxed or emailed. Applicants are responsible for completing the application and all applicable instructions (providing required forms, documentation, etc.) and submitting the materials on time, on or before the submission deadline to the Clerk’s Office. The Clerk’s Office is open only between the hours of 8:30AM and 4:30PM, Mondays through Fridays, excluding County observed holidays. Applications will NOT be accepted at the Office of Grants Coordination. Any application delivered to/received by the County Clerk after the 4:00 PM deadline listed above WILL NOT be accepted.

## D.2 Application Form (Local Energy Service Providers or LESP)

**Instructions:** Please complete each item. Do not leave any spaces blank. If a question is not applicable to your business, please insert "N/A" in the space provided for your answer. Whenever space is insufficient to answer a question completely, attach additional sheets necessary. An incomplete application will be deemed ineligible.

(Please print or type in black ink)

I. GENERAL INFORMATION	
<b>Company's Legal Name:</b>	<b>Trade Name or DBA (if applicable):</b>
<b>Business Street Address:</b>	
<b>City:</b>	<b>Zip Code:</b>
<b>County District:</b>	<b>Congressional District :</b>
<b>Unincorporated Area (yes or no):</b>	<b>Municipality (yes or no):</b> <i>If yes, list the name of the municipality:</i>
<b>Mailing Address (if different from Business Street Address):</b>	
<b>Business Structure (LLC/Partnership/Sole Proprietorship):</b>	<b>Federal Tax ID No. (or SSN for Sole Proprietorship):</b>
<b>Date Business was Established in Miami-Dade County:</b>	<b>Business DUNS number:</b>  <i>The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <a href="http://fedgov.dnb.com/webform/displayHomePage.do">http://fedgov.dnb.com/webform/displayHomePage.do</a></i>
<b>State Certified License No.:</b>	<b>Local Business Tax ID No.:</b>
<b>Trade Category (Commodity Code):</b>	<b>Name of Insurance Provider:</b>
<b>Please Check all that Apply Regarding the Business applying for participation in the program:</b> <i>(Documentation will be required with the application)</i>	
<input type="checkbox"/> <b>A current (and in good standing) contractor with Florida Power &amp; Light Company's "Participating Independent Contractors" Program</b>	
<input type="checkbox"/> <b>A current (and in good standing) business certified with Miami-Dade County's Small Business Program as a Small Business Enterprise (SBE) and/or Community Small Business Enterprise (CSBE)</b>	
<input type="checkbox"/> <b>A current (and in good standing) contractor with the City of Homestead, Homestead Energy Services' contractor list</b>	
<b>Is the business delinquent on any federal, state, or local debts? (If "yes", provide explanation)</b>	

## II. WORKFORCE

How many employees do you have?

Full-Time:

Part-Time:

Seasonal:

Subcontractors:

Other: (please specify)

Does your firm have a collective bargaining agreement with its employees?

Yes       No

Does your firm provide paid health care benefits for its employees?

Yes       No

Provide a current breakdown (number of persons) of your firm's work force and ownership as to race, national origin, and gender:

White:	<input type="checkbox"/>	Males	<input type="checkbox"/>	Females
Asian:	<input type="checkbox"/>	Males	<input type="checkbox"/>	Females
Black:	<input type="checkbox"/>	Males	<input type="checkbox"/>	Females
American Indian:	<input type="checkbox"/>	Males	<input type="checkbox"/>	Females
Hispanics:	<input type="checkbox"/>	Males	<input type="checkbox"/>	Females
Other:	<input type="checkbox"/>	Males	<input type="checkbox"/>	Females

Has the business had to decrease its workforce or make other operational cuts in the last year? (If so, please explain)

**Does the business anticipate increasing its workforce and/or avoiding layoffs to assist with project activities for the program? If so, please explain. (Specify any temporary hires, sub-contractors, consultants, etc.)**

**Describe all the types of approved goods and/or services that the company will offer to the Grants to Green Nonprofits program organizations? (Note: Companies cannot provide goods and/or services for the program that they are not already licensed and in good standing to offer and/or perform.)**

<b>III. LOCAL ENERGY SERVICES PROVIDER CONTACT</b>	
<b>Name and Contact Information of Person to be Contacted on Matters Involving this Application:</b>	
<b>Contact Person:</b>	<b>Title:</b>
<b>Phone:</b>	<b>Fax:</b>
<b>Email:</b>	
<b>Name of Owner(s) and or Authorized Representative</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Email:</b>	

I certify that the information supplied in this application herein is true and correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any public agency from applying for public funding.

I also understand that this program is funded by the American Recovery and Reinvestment Act of 2009 and agree to comply with the resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name and Title**

## D.3 Checklist of Required Documentation (for LESP)

The following is a checklist of required documentation for applications submitted by private or public energy businesses in order to be considered for participation as a Local Energy Service Provider (LESP) to provide the goods and/or services necessary to implement the approved project activities.

An applicant must also attach and submit:

- One original and 12 copies** of the completed application form (Section D.2) of this package properly packaged and labeled (Section D.1 Instructions). The original should be labeled as "Original".

Each application should an appendix with:

- Proof of Ownership (Corporation/LLC/Partnership/Sole Proprietorship).**
- Proof of Physical Place of Business/Doing Business in Miami-Dade County.**  
Business can submit copy of current lease/sub-lease agreement, purchase or settlement agreement, or warranty deed (home-based businesses).
- Insurance Certificate for General Liability and Worker's Compensation.**  
Local energy service providers must have the appropriate insurance (to be kept on file with OGC) in order to be a subrecipient. Approved energy service providers are required to maintain the appropriate insurance coverage throughout the term of the agreement with Miami-Dade County.
- Proof of Bonding Insurance.**
- Current State and local Certificate of Competency (copies of front and back) from Miami-Dade County, contractor's professional license.**
- Local Business Tax Receipt.**
- Current Technical Certification.**
- Trade License.**
- Copy of manufacturers or wholesalers most recent Florida Department of Revenue Employer's Quarterly Report-Form UCT-6 (Goods & Services Only).**
- Completed W-9 Form.**  
Please download from: [www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3](http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3)
- Copy of Waste Stream Plan.**
- If applicable, proof of current status as a contractor in FPL's Participating Independent Contractors Program; or Miami-Dade County's SBE or CSBE Program; or a contractor with the City of Homestead, HESEU.**