



**Department of  
Development**

Ted Strickland, Governor  
Lee Fisher, Lt. Governor

Lisa Pat-McDaniel, Director

**State Energy Plan-American Recovery and Reinvestment Act  
Making Efficiency Work Program  
Request For Proposals # 09 - 15**

**Program Guidelines and Application Procedures**

- RFP Released – March 17, 2010
- Written Questions – through April 16, 2010
- Proposals due by 3:00 PM on April 30, 2010
- Review and Award approximately – May 28, 2010

**These guidelines have been developed pursuant to Division A, Title IV, Section 410, American Recovery and Reinvestment Act, 2009.**

Making Efficiency Work Program  
Ohio Department of Development  
Ohio Energy Resources Division  
77 South High Street, 26th Floor  
Columbus, Ohio 43216  
Attn: Making Efficiency Work RFP  
[Recovery.Boone@em.ohio.gov](mailto:Recovery.Boone@em.ohio.gov)

## I. OVERVIEW

- 1) To be considered for funding for the **State Energy Plan – Making Efficiency Work Program**, all interested parties must complete a two-step application process: Submit a one-page project summary on the <http://recovery.ohio.gov/opportunities/state/> website no later than **3:00 pm on April 23, 2010**. (Applicants that have already submitted a summary at <http://recovery.ohio.gov> do not need to submit again.) In order to submit this project summary, go to the <http://recovery.ohio.gov/opportunities/state/> page, click on “**Submit your Proposal**” in the “How to Apply” box. When filling out the “Project Information” section of the form, choose the Federal Stimulus Program category “**Energy and Environment**” and the subprogram “**State Energy Program.**”

Please note: When the expression of interest has been successfully submitted, you will receive a confirmation page and a confirmation email. If you do not receive these two confirmations, please resubmit.

- 2) Submit a proposal to the Ohio Department of Development, Ohio Energy Resources Division no later than **3:00 p.m. on April 30, 2010**. The proposal form may be found at: <http://development.ohio.gov/cdd/oeo/GrantsLoans.htm>.

In accordance with the State Energy Plan - American Recovery and Reinvestment Act (SEP ARRA) federal stimulus initiative, the Ohio Department of Development (Development), Ohio Energy Resources Division, is soliciting proposals under its Making Efficiency Work Program Requests For Proposals (RFP). To be eligible for funding, proposals must be for eligible multi-family (4 - 6 units), commercial, and institutional energy efficiency projects located within the State of Ohio. The Making Efficiency Work Program will leverage private investments in projects that will move forward and be completed within twelve (12) months of the grant award.

Available Grant Amount: A total of \$8,000,000 may be awarded through this competitive RFP. The minimum award amount is \$125,000 per project and the maximum award amount is \$1,000,000 per project. Development, at its discretion, may amend the maximum award amount. Qualifying applications will be funded until all the funds available for distribution under the Making Efficiency Work Program are awarded or Development determines the program no longer suits the best interests of Ohio's Energy Plan. All applicants seeking funding from this RFP must apply utilizing the application forms provided in this RFP and the one page expression of interest on <http://recovery.ohio.gov/opportunities/state/> as outlined in 1 above.

Goals: To encourage individuals, energy service companies, contractors, institutions, commercial entities, and other qualified parties to purchase and install energy efficiency equipment that will measurably improve the energy efficiency of Ohio's existing eligible multi-family, commercial, and institutional buildings. Existing buildings present significant

opportunities for reduction in energy waste through deployment of cost effective and energy efficient measures.

The energy efficiency measures may include: energy audits that must result in energy efficiency upgrades within the term of the grant agreement for the project, lighting retrofits, heating and air conditioning upgrades, geothermal heat pump installations (5.5 tons of capacity or smaller), above code energy efficiency building upgrades, deployment of green building retrofit techniques and technologies, and improvements to building envelopes through air sealing and insulation.

Objectives: To build partnerships with the building and contractor industries to conduct pilots of above code energy efficiency building upgrades by installing eligible energy efficiency equipment in multi-family, commercial, and institutional buildings; incentivize the participation of entrepreneurial and minority-based enterprises; and create jobs through this initiative.

Uses of Grant Funds: Grant funds can only be used to purchase and install eligible energy efficiency equipment in existing multi-family, commercial, and institutional buildings located in Ohio; or for energy audits of existing buildings that result in energy efficiency upgrades within the term of the grant agreement. Retrofits must not massively expand a building or a facility. In addition, retrofits of historic structures must maintain the building's historic character.

Prohibitions (Ineligible Uses of Funds): States are prohibited by the U.S. Department of Energy from using SEP ARRA grant funds:

- For construction, such as construction of mass transit systems and exclusive bus lanes, or for the construction, additions, or repair of buildings, or structures;
- To purchase land, a building or structure or any interest therein;
- To subsidize fares for public transportation;
- To subsidize utility rate demonstrations or State tax credits for energy conservation or renewable energy measures;
- To conduct or purchase equipment to conduct research, development or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available; or
- For gambling establishments, aquariums, zoos, golf courses, or swimming pools.

Eligible Uses of Funds: The eligible uses of grant funds that may be funded under this program include:

- Insulation.
- LED lighting.
- Energy efficient lighting technologies, including day-lighting techniques.
- Efficient equipment (e.g. energy management demand control systems and occupancy sensors).
- HVAC upgrades.
- Weather sealing.
- ENERGY STAR appliances (permanent fixtures).
- Replacement of windows and doors.
- Installation of Geothermal heat pumps – 5.5 tons of capacity or smaller.

- Energy audits/Commissioning/Retro-commissioning (that must result in energy efficiency upgrades within the term of the grant agreement for the project).
- Retrofits of existing buildings with green energy techniques including computer aided modeling of green buildings.
- Above energy code pilot projects in existing buildings. Applicant's existing buildings should aim to achieve a minimum of a ten percent (10%) increase in energy efficiency over energy code compliance (ASHRAE 90.1-2007).
- Installation of Geothermal heat pumps (ground source heat pumps) – 5.5 tons of capacity or smaller. Applicants that wish to exceed the 5.5 tons of geothermal installation capacity restriction must provide proof that the project has been reviewed and cleared by a federal agency for National Environmental Policy Act (NEPA) compliance issues, or that such clearance will be obtained prior to any grant award from Development.

Buy America: To meet the requirements of ARRA, Development requires that all grantees adhere to the requirements of the “Buy America” provisions of ARRA. See **Appendix A** for additional requirements and details associated with receiving this type of funding.

## II. DEFINITIONS

- 1) “Eligible project” means installation of eligible energy efficiency technologies and/or measures in multi-family (4 - 6 units that are not Section 8, public housing, or government supported housing units), commercial, and/or institutional sectors that create jobs, reduce energy usage, and, because of the energy use reduction, reduce greenhouse gases and criteria pollutant emissions. Higher education and other academic institutions including educational career centers, joint vocational and K-12 schools are not eligible to apply for these grant funds with the exception for geothermal projects noted below. Also, cities, counties, and individual residential building owners are not included in the eligible list of applicants to be funded under this RFP.
- 2) Employment impacts: Economic impacts for Ohio as a result of the installation of the energy efficiency measures include job creation and retention. Development will require the grantee to report on job creation/retention during the term of the grant agreement and continue for one year after the grant agreement expires. Evidence of job creation and retention can be separated into three areas: retrofit or installation hours, new jobs directly created through the project(s), and retained jobs at the site.
  - a. “Retrofit or installation hours” - person hours required for the retrofit and/or installation of the energy efficiency measure/equipment.
  - b. “New jobs” - a new, full-time equivalent job that will be directly created with this project.
  - c. “Retained jobs” - An existing full-time equivalent position that is proposed to be funded in the future with funds received through this RFP.

- 3) "Total project costs" means the dollar value associated with the installation of the energy efficiency measure(s). Energy audits/Commissioning/Retro-commissioning shall only be included in the total project cost if the audit results will be implemented within the term of the grant agreement and would, therefore, be a condition of the grant award.
- 4) "Eligible costs" include:
  - a. Project engineering costs;
  - b. Equipment costs;
  - c. Installation costs; and
  - d. At Development's discretion, other expenses as may be deemed necessary for the project and not elsewhere identified as an eligible cost.

### III. ELIGIBILITY

- 1) Each applicant must submit a project description and funding request and be listed on the [www.recovery.ohio.gov](http://www.recovery.ohio.gov) website.
- 2) Individuals, businesses, and institutions that operate within the State of Ohio may apply for the program. Eligible entities must be registered with the Ohio Secretary of State and remain in good standing to do business in the State of Ohio. Government agencies, residential building owners, higher education, K-12 schools, educational career centers, and joint vocational schools are not eligible to apply for grant funds under this RFP with the following exception:
  - Development will accept applications from Institutions of Higher Education for geothermal projects only, in order to stimulate otherwise nascent technology utilization in Ohio.
  - Application for installation of geothermal systems (horizontal/vertical/ground/closed-loop) will generally be limited to 5.5 tons of capacity or smaller. If applicants wish to exceed the 5.5 tons of geothermal installation capacity restriction, they must provide proof that the project has been reviewed and cleared by a federal agency for National Environmental Policy Act (NEPA) compliance issues, or that such clearance will be obtained prior to any grant award from Development.
- 3) Each applicant must meet all applicable permitting requirements. For any project(s) selected, the awardee(s) will be responsible for obtaining the appropriate permits and providing copies of the permits to Development before any money will be disbursed. These prerequisites to disbursement include, but are not limited to, securing any applicable National Environmental Protection Act (NEPA) exemptions or clearances, applicable building codes, and historic preservation clearance for the project. Section 106 review is required if the project would alter any structure or site that is fifty (50) years of age or older, listed on the National Register of Historic Places, or located in an historic district. Applicants **MUST** comply with the requirements of Section 106 of the National Historic Preservation Act and complete **Attachment D** – Historic Preservation Compliance Form, if applicable.

- 4) All project energy baseline and reduction calculations, including energy building code compliance modeling and/or calculated final results, must be certified and bear the seal of an engineer or architect in good standing and duly licensed to practice engineering or architecture in Ohio. Energy analysis for all projects must include detailed calculations, engineering and any technical assumptions employed to determine current and future energy use analysis for the building stock. **Development reserves the right to accept or reject any energy efficiency computations and/or code analysis.**
- 5) Project must be completed within 12 months of executing the grant agreement.
- 6) Applicant must demonstrate a cost leverage investment of a minimum of fifty (50) percent of the total cost of the project. For purposes of the Making Efficiency Work Program, cost leverage investments may include any combination of local, public, or private dollars. Cost leverage investments may also include financial or in-kind contributions.
- 7) Selected applicants must make public all non-proprietary project information about the project and participate in at least two (2) presentations and provide two (2) facility tours for interested parties during the term of the grant agreement.
- 8) Applicant must submit a description of the waste management plan that addresses waste generated by the proposed project. This waste management plan must describe the plan to dispose of any sanitary or hazardous waste (e.g., construction and demolition debris, old light bulbs, lead ballasts, lead paint, piping, roofing material, discarded equipment, debris, and asbestos) generated as a result of the proposed project. For more information on hazardous waste identification, see: <http://www.epa.gov/epawaste/hazard/wastetypes/wasteid/index.htm>.

#### IV. SELECTION CRITERIA AND SCORING

Scoring for this RFP will be done utilizing four criteria as listed below. The scoring is based on a 150 point scale.

- 1) Project Readiness/Implementation Plan/Risks: The applicant must show evidence of the project's readiness to move forward and be completed within the required twelve (12) month period. Evidence includes all required local, state, and federal permits; any preliminary engineering evaluations of the technologies; vendor quotes; capital budget appropriations (in-house); finance arrangements; energy efficiency computations, engineering and architectural documents sealed or stamped; and regulatory permits obtained and included in the proposal. A clearly written implementation plan for the purchase and installation of the energy efficiency equipment; and monitoring plan and schedule for the project's progress must be included in the proposal. At a minimum, the project's implementation plan must include time and schedules for implementing major components/milestones of the project, and names, titles, qualifications, experiences, and responsibilities of key personnel that will implement the project. A brief summary resume of each key staff person should be attached to the proposal. **(0-30 Points)**

- 2) Project Financials: The applicant must show evidence of cost leverage share financing (applicant's financial contributions to the project or match funds).

Financing and cost effectiveness evidence includes:

- Cost Leverage Share -- A cost leverage share of at least fifty (50) percent is required; higher than the required fifty (50) percent is preferred.
- Financing -- Evidence of financing committed or secured for the balance of the project costs. **(0-20 Points)**

A letter from a bank or insurance company, a board resolution(s), a performance bond, or an escrowed or special account(s) or similar financial guarantee instrument specifically created for the project may be used to fulfill the Cost Leverage Share financing requirement.

- 3) Economic/Employment Impacts for Ohio: The applicant must provide clear information that documents economic and employment impacts for Ohio as a result of the installation of the energy efficiency measure(s). Evidence may include:

- Documentation showing job retention and creation during the construction phase and the operation phase to be reported for the term of the grant agreement and for one year following the expiration of the grant agreement. Only jobs directly related to the implementation of this project are permitted to be counted.
- Cost per job as measured by the amount of grant funds requested divided by the number of jobs retained and/or created.

The applicant must show an economic evaluation of the project identifying that the energy saved due to the installation of the energy efficiency measure(s)/technology produces a payback that is less than the operational life of the equipment. **(0-55 Points)**

- 4) Energy Impacts to Ohio and Innovativeness: The applicant will be expected to meet the following criteria where feasible: Innovativeness of the project, evidence of waste management, energy, and sustainability management plan and program, utilization of waste heat for higher energy efficiency (where feasible), level by which the project exceeds current energy code (where feasible), ability to make the project an educational showcase, and use of appropriate energy rating techniques, software, and/or calculations to identify the before and after energy measure improvements to the project. The proposal must include a discussion of how well the project ties into Development's Strategic Plan targets. The Strategic Plan is available at: <http://development.ohio.gov/strategicplan/>.

The applicant must provide information on the before-state energy use (prior to installation of the energy efficiency measure(s)) and the projected after-state energy use (after installation of the energy efficiency measure(s)). An evaluation of the energy efficiency improvement as measured by annual million British Thermal Units (BTUs) (initial condition minus new condition of measure installed)

divided by initial condition times 100 percent will be calculated. It is the applicant's responsibility to compute and clearly show these calculations and results. All energy efficiency final computations and results must be certified by an engineer or architect in good standing and duly licensed to practice engineering and/or architecture in Ohio.

The applicant must also provide written evidence of how the project fits into the targeted sectors of eligible building categories to be funded under this RFP in order to receive the full points allocated to this section. Project cost effectiveness will be measured by dividing total project costs by million BTUs saved or reduced as a result of the energy efficiency measure(s). **(0-45 Points)**

- 5) Bonus Points: Bonus points of up to ten (10) points may be awarded to a proposal that includes effective ideas and an implementation plan for actively including certified Minority Business Enterprises (MBE), businesses certified as Encouraging Diversity, Growth and Equity (EDGE), and/or Disadvantaged Business Enterprises (DBE), and/or hiring minority employees for the project. **(Up to 10 Bonus points)**

## **V. FEDERAL PREVAILING WAGE DETERMINATIONS - DAVIS-BACON ACT**

Projects that receive funds through the Making Efficiency Work Program will be subject to the provisions of the Davis-Bacon Act. The Davis-Bacon Act of 1931 is the federal law which requires the payment of geographic prevailing wages on public works projects. Additional information about complying with the Davis-Bacon Act can be obtained at: <http://www.dol.gov/whd/programs/dbra/faqs.htm>

Additional information about ARRA requirements can be found in **Appendix A-Supplemental Terms and Conditions for Projects Funded in Whole or in Part with Monies from the American Recovery and Reinvestment Act of 2009.**

## **VI. APPLICATION REQUIREMENTS AND PROCESS**

- 1) A separate project summary and proposal must be filed for each eligible project. The proposal must identify the eligible applicant. The eligible applicant will be the authorized representative for the eligible project in all matters related to any funds awarded through the Making Efficiency Work Program and will be solely responsible for all performance and reporting responsibilities. There is no limit to the number of projects that may be proposed by any eligible applicant.
- 2) This RFP specifies a minimum award amount of \$125,000 per project and a maximum award amount of \$1,000,000 per project to be made to the highest scoring of all qualified project(s).
- 3) All application materials will be reviewed by staff from the following offices: Development's Ohio Energy Resources Division and Ohio Air Quality Development Authority, and other experts as Development deems appropriate to evaluate each application for SEP-ARRA Making Efficiency Work Program assistance.



#### 4) Proposal Procedures

**Submit one original paper copy marked as “Original,” and four additional paper copies marked “Copy” of the project application and required attachments to:**

Ohio Department of Development  
Ohio Energy Resources Division  
Attention: Making Efficiency Work Program  
77 South High Street, 26<sup>th</sup> Floor  
P.O. Box 1001  
Columbus, Ohio 43216-1001

***Applications must be received by the Ohio Department of Development, Ohio Energy Resources Division no later than April 30, 2010, at 3:00 p.m. Eastern Time.*** Applications must be submitted in hard copy. No fax or e-mail submittals will be accepted. **Late submittals will not be considered.**

- Proposals must be stapled once in the upper left hand corner and must not be bound.

All costs of preparing and submitting applications in response to this RFP are solely the responsibility of the applicant. Development shall not contribute, in any way, to the cost of the preparation and delivery of the proposal.

Applicants are advised there will be no opportunity to correct mistakes or deficiencies in their proposals after the submission deadline. Further, incomplete proposals will not be scored. It is the applicant's responsibility to ensure timely submission of a complete proposal. Development is under no obligation to consider a proposal which is received after the deadline or that is incomplete. Late proposals will not be scored. No supplementary or revised materials will be considered after the scheduled date for submission unless specifically requested by Development.

All information submitted in response to this RFP shall be public information unless a statutory exception exists which would exclude the information from being released to the public. Any information submitted with the proposal, which the applicant feels is a trade secret as that term is defined in ORC § 1331.61 must be conspicuously designated as such and shall be treated accordingly if the information is determined to be a trade secret under the laws of the State of Ohio. It is the applicant's sole duty to identify and mark such passages it deems trade secrets. All proposals submitted will become the property of Development and any information submitted in response to this RFP will not be returned to the applicant.

Development reserves the right to:

- Accept or reject any and all proposals if the State of Ohio determines that it is in its best interest to do so;
- Reissue the RFP requesting new proposals from qualified parties;

- Waive or modify minor irregularities in proposals received;
- Negotiate with applicants, within the requirements of the RFP, to best serve the interests of the State of Ohio;
- Require the submission of modifications or additions to proposals as a condition of further participation in the selection process;
- Fund any proposal in full or in part; and
- Adjust the dates for whatever reason it deems appropriate.

If, during the review process, Development determines that it is necessary to make further distinctions between certain applicants, it may request certain selected applicants to make a presentation to certain staff and reviewers.

#### 5) Award Selection

Only projects that meet all the requirements of the program as stated herein will be considered for grant assistance. Due to the competitiveness of the program, not all eligible projects will receive awards. The State of Ohio reserves the right to reject any and all proposals. Further, incomplete proposals will not be scored and become the property of the State of Ohio.

### **VII. MONITORING AND REPORTING**

Reporting will be required to be submitted on a monthly basis. Reports are due to Development by the 10th of each month. A narrative report should describe program progress during the previous period; including, outcomes of the applicant's minority employment, and MBE/EDGE/DEB inclusion efforts. Access to the site must be provided upon 48 hour notice of intent to visit the job site.

### **VIII. CHANGES TO THESE GUIDELINES**

Development reserves the right to adjust the dates listed above for whatever reasons it deems appropriate without prior notice. Development also reserves the right to request additional information to assist in the review process, to reject any and all applications and make no awards under this program, to make fewer and smaller awards than anticipated, or to fund partial projects.

### **IX. MBE, EDGE, AND DBE BUSINESS AND MINORITY WORKER INCLUSION PLAN**

Applicants for this RPP are strongly encouraged to prepare and provide Development's Ohio Energy Resources Division with an MBE/EDGE/DBE Business Inclusion Plan on how it plans to provide contract opportunities to state certified MBE/EDGE businesses and/or state certified DBE contractors as part of its outreach and inclusion efforts and how it plans to recruit and provide jobs to minority workers. An applicant with an acceptable MBE/EDGE/DBE participation plan may receive up to an additional 10 points that will be added to the proposal's overall score.

## Definitions

Minority Business Enterprise (MBE): In order to be certified as a MBE, the business must be 51% or more owned and controlled by owner(s) who are members of one or more of the following groups: Blacks, American Indians, Hispanics and Asians. For certification information and application, please see: [www.MBE.ohio.gov](http://www.MBE.ohio.gov).

Encouraging Diversity, Growth and Equity (EDGE): To be eligible as an EDGE participant requires a small, socially and economically disadvantaged business enterprise be owned and controlled by U.S. citizens who are Ohio residents. For certification information and application, please see: [www.EDGE.ohio.gov](http://www.EDGE.ohio.gov).

Disadvantaged Business Enterprise (DBE): A firm must be at least 51% or more owned and controlled by a socially and economically disadvantaged individual, a U. S. citizen or lawful permanent resident, meets the Small Business Administration's (SBA's) size standard and does not exceed \$20.41 million in gross annual receipts, and be organized as a for-profit business. For certification information and application, please see: [www.ohiouncp.org](http://www.ohiouncp.org).

Additionally, all grantee organizations will be required on a quarterly basis to submit a Small & Minority Business Utilization Report to Development's Ohio Energy Resource Division's Director and to Development's Minority Business Enterprise Division's (MBED) contract compliance officer. The reports must include the following:

- Total dollars awarded to Minority Business Enterprises (MBE), Encouraging Diversity, Growth and Equity (EDGE) businesses, Disadvantaged Business Enterprises (DBE)
- Percentage of dollars subcontracted to these groups
- Total number of minority workers hired by diversity category
- Documents of outreach efforts to offer contract opportunities to minority firms

The MBED contract compliance officer will provide to successful applicants the proper reporting documents needed to report its utilization efforts. Development's contract compliance officer will report grantees performance in this area to the Director of Development, Development's Chief Operating Officer, Development's Director of MBED, and the Director of the Ohio Energy Resources Division, and make recommendations for corrective action when an analysis of the report reveals that the organization has failed to make a concerted effort to comply with its' MBE, EDGE and DBE Inclusion Plan requirements. Adherence to the corrective action plan would be required in order to continue receiving funds.

## X. OHIO DEPARTMENT OF DEVELOPMENT CONTACT INFORMATION

Prior to the announcement of awards, oral communication regarding this RFP with any of the staff or reviewers is not permitted. Applicants may submit written questions to Development. Questions must be submitted to the e-mail address or fax number indicated below.

Fax: (614) 466-1864

E-mail: [Recovery.Boone@em.ohio.gov](mailto:Recovery.Boone@em.ohio.gov)

Development accepts no responsibility for faxes or e-mails that are not delivered.  
The questions and answers will be posted on Development's website at  
<http://development.ohio.gov/recovery/energy/fundingopportunities.htm>.



Department of  
Development

**SEP ARRA  
Making Efficiency Work Program**

***Application Evaluation Sheet***

Ohio Department of Development  
Energy Division  
SEP ARRA  
Making Efficiency Work Program  
77 South High Street, 26th Floor  
Columbus, OH 43216  
[Recovery.Boone@em.ohio.gov](mailto:Recovery.Boone@em.ohio.gov)

**SEP ARRA -- Making Efficiency Work Program  
Application Evaluation Sheet**

This evaluation sheet is for use by the Making Efficiency Work Program RFP Review Team, which includes representatives from the Ohio Department of Development's Energy Division and Ohio Air Quality Development Authority, and other experts as Development deems appropriate to evaluate each application for SEP ARRA Making Efficiency Work Program assistance.

A total of **150 points** is available when ranking each submitted application, allocated according to the following:

- A. Project Readiness/Implementation Plan/Risks
- B. Project Financials: Match, Financing
- C. Economic/Employment Impacts for Ohio
- D. Energy Impacts and Innovativeness of the Project

An additional **10 points** may be awarded to projects that include active participation of entrepreneurial and minority-based enterprises.

The items listed have been weighted appropriately to gauge the completeness and quality of each applicant's responses.

Each evaluator must complete one (1) evaluation sheet for each application received. Indicate the evaluator's name and date in the spaces provided.

Next to each item is a scoring range. For each item addressed by the applicant, rank the application to the degree indicated. The total evaluation score assigned to each application is then determined by adding the values from each section.

Evaluator Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Applicant Information</b>	
Applicant Name:	_____
Project Description:	_____
<b>Final Scoring</b>	
Project Readiness/Implementation Plan/Risks	___ (0 – 30 Points)
Project Financials/Match/Financing	___ (0 - 20 Points)
Economic/Employment Impacts for Ohio	___ (0 – 55 Points)
Energy Impacts and Innovativeness of the Project	___ (0 – 45 Points)
Total Score (out of a possible 150 points)	___ + ___ (Add up to <b>10 Points</b> bonus, if applicable)

## **APPENDIX A**

### **Supplemental Terms and Conditions for Projects Funded in Whole or in Part with Monies from the American Recovery and Reinvestment Act of 2009**

1. **Timely and Accurate Reporting.** The contractor shall comply with all reporting requirements outlined in Section 1512 of ARRA and such additional reporting guidance as may be issued from time to time. The Grantee's reporting must be sufficient to support the requirements of the Grantor to make timely and accurate reports to the federal agency from which the Grantor receives ARRA funds. The Grantor's reporting requirements include quarterly reporting of the amount of ARRA funds received; the amount of ARRA funds expended or obligated; detailed list of all projects or activities for which the ARRA funds were expended; an estimate of the number of jobs created and the number of jobs retained by the project or activity; and detailed information concerning subcontracts or sub-grants including the State of Ohio.
  - a. **Separate Tracking and Reporting.** Section 1512 of ARRA mandates special reporting for expenditure of ARRA funds. ARRA funds may be used in conjunction with funds from other sources, including federal funds not provided under the authority of ARRA and State funds, to complete the Project, but tracking and reporting of ARRA funds must be separate from tracking and reporting of other funds used for the Project. The Grantee shall ensure that the grant of ARRA funds is established and maintained in its accounting system to accommodate separate tracking and reporting.
  - b. **Separate Accounts for ARRA Funds.** If required by federal law, including any rules or regulations implementing ARRA, the Grantee shall deposit and maintain funds provided under the authority of ARRA in separate accounts.
  - c. **Identification of ARRA Funds with "ARRA-" Prefix.** The Grantee is subject to the requirements of the Single Audit Act Amendments of 1996 and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations." The Grantee shall separately identify the expenditures of funds provided under the authority of ARRA on the Schedule of Expenditures of Federal Awards ("SEFA") and, if required, the Data Collection Form (SF-SAC). The separate identification shall be accomplished by identifying expenditures of ARRA funds separately on the SEFA and as separate rows under Item 9 of Part III on the SF-SAC by CFDA number and by including the prefix "ARRA-" in identifying the name of the federal program on the SEFA and as the first characters in Item 9d of Part III on the SF-SAC.
  - d. **Central Contractor Registration.** During the term of this Agreement, the Grantee shall maintain a current registration in the Central Contractor Registration.
  - e. **State of Ohio Reporting Form.** The Grantee shall complete and provide to the Grantor the "OBM, Ohio Sub-Grantee and Sub-Recipient Spending Report in Compliance with ARRA Sec. 1512."
  - f. **Monthly Reporting.** The Grantee shall report its performance and spending under the Agreement monthly as provided in the Agreement, notwithstanding that the Grantor will report quarterly to federal agencies. In order to comply with reporting deadlines to which the Grantor may be subject, the Grantor reserves the right to accelerate the

deadline for reports required from the Grantee.

g. Jobs Created and Retained. The Grantee shall report the number of jobs created and retained directly by the Grantee and by each of its contractors as a result of the ARRA funding provided pursuant to this Agreement, as well as an estimate of jobs created or retained elsewhere as a result of ARRA funding.

(1) “Jobs or positions created” means those new positions created and filled, or previously existing unfilled positions that are filled, as a result of ARRA funding. “Jobs or positions retained” means those previously existing filled positions that are retained as a result of ARRA funding. This description may rely on job titles, broader labor categories, or the contractor’s existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work.

(2) For purposes of estimating the number of jobs created and jobs retained in the United States and outlying areas, at a minimum, the estimate shall include any new positions created and any existing filled positions that were retained to support or carry out ARRA projects or activities managed directly by the recipient, and if known, by sub-recipients. The number shall be expressed as “full-time equivalent” (FTE), calculated cumulatively as all hours worked divided by the total number of hours in a full-time schedule, as defined by the recipient. For instance, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each calendar quarter.

(3) A job cannot be reported both as created and retained.

(4) Additional guidance will be provided for reporting jobs created and retained.

h. Additional or Modified Reporting Requirements. The Grantor may, from time to time as it deems appropriate and necessary, communicate specific instructions and requests to the Grantee concerning any additional reporting requirements related to the ARRA funds received under this Agreement.

## 2. Accessibility to Records and Project Sites.

a. *Comptroller General of the United States Authority to Inspect.* Pursuant to Section 902 of ARRA the Comptroller General of the United States and his representatives have the authority to:

(1) Examine any records of the Grantee and any contractor and subcontractors of the Grantee that directly pertain to, and involve transactions relating to, the contract or subcontract, or of any State or local agency administering such contract; and

(2) Interview any officer or employee of the Grantee or any of its contractors or subcontractors, or of any State or local government agency administering the contract, regarding such transactions; and

(3) Designate a time and place to examine those records and interview those officers and employees described above.

b. *Inspector General Authority to Inspect.* Pursuant to Section 1515(a) of ARRA, an Inspector General or any representative of an Inspector General has the authority to:



- (1) Examine any records of the Grantee and any contractor and subcontractors of the Grantee that directly pertain to, and involve transactions relating to, the contract or subcontract, or of any State or local agency administering such contract; and
- (2) Interview any officer or employee of the Grantee or any of its contractors or subcontractors, or of any State or local government agency administering the contract, regarding such transactions; and
- (3) Designate a time and place to examine those records and interview those officers and employees described above.

c. *Duty to Incorporate in Contracts.* To facilitate access to records and personnel by the Comptroller General and/or an Inspector General as described in paragraphs (a) and (b), the Grantee shall include verbatim in any agreement with a contractor, and shall cause each of its contractors to include verbatim in any agreement with a subcontractor, from which the Grantee or a contractor acquires any goods or services for the Project the language set forth in paragraphs (a) and (b) of this Section 2.

3. Prohibition on Use of Funds. None of the funds provided under this agreement derived from the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, may be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

4. Equal Employment Opportunities.

a. *Compliance with Federal Laws.* In addition to the Grantor's equal employment opportunity requirements set forth in the Agreement, the Grantee shall comply and the Grantee shall obtain the agreement of each of its contractors and any subcontractors to comply, with all of the following federal laws pertaining to civil rights and anti-discrimination:

- Title VI & Title VII of Civil Rights Act of 1964
- Equal Pay Act of 1962
- Age Discrimination in Employment Act of 1967
- Title IX of Educational Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Age Discrimination Act of 1975
- Title I & Title V of Americans with Disabilities Act of 1990
- Fair Housing Act
- Fair Credit Reporting Act
- Equal Educational Opportunities Act
- Uniform Relocation Act

Failure by the Grantee to comply with these laws shall constitute a breach of a material obligation of the Grantee and may result in termination of the Agreement.

b. *Implementation Plan for Small and Disadvantaged Businesses.* The Grantee shall provide the Grantor an implementation plan for training and hiring minority and disadvantaged workers. The Grantee shall also demonstrate to the Grantor that when contractors are being hired by the Grantee, if applicable, small disadvantaged business enterprises are offered opportunities to bid on and receive contracted work on the Project.

Information about the Grantee's outreach to small and disadvantaged business enterprises shall be provided to the Grantor when contracts are presented for review and approval in accordance with Section 1 of this Appendix A.

5. Job Postings. The Grantee shall post all jobs created by the Grantee resulting from the award of the contract and the use of ARRA funds on [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com). The Grantee shall also require each of its contractors to post all jobs created by the contractor resulting from the award of this contract and the use of ARRA funds on [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com). "Jobs created" are those positions created and filled or previously existing unfilled positions that are retained as a result of ARRA funding.

6. Protections for Individuals Reporting Compliance Issues (Whistleblower Protection).

a. Pursuant to Section 1553 of ARRA, the Grantee and each of its contractors and any subcontractors are prohibited from discharging, demoting, or otherwise discriminating against any employee of the Grantee, contractor or subcontractor, as a reprisal for disclosing information that the employee reasonably believes is evidence of:

- (1) gross mismanagement of the contract relating to funds for the Project;
- (2) gross waste of ARRA funds;
- (3) substantial and specific danger to public health or safety related to the implementation or use of ARRA funds;
- (4) an abuse of authority related to the implementation of or use of ARRA funds; or
- (5) a violation of law, rule, or regulation related to the contract (including the competition for or negotiation of the contract) relating to ARRA funds.

b. ARRA authorizes an appropriate inspector general shall receive and investigate all complaints alleging a violation as described in paragraph (a) of this section.

c. All employers receiving ARRA funds, including the Grantee, its contractors and any subcontractors, shall post notice of employee rights as described above in conspicuous locations with other required employee rights information.

7. Construction Projects. For those construction projects for which the State uses ARRA funds for the construction, alteration, maintenance, or repair of a public building or public work, the following conditions apply:

a. *Buy American*.

- (1) Products: Pursuant to Section 1605 of ARRA, all steel, iron, and/or manufactured goods used in the construction project must be produced in the United States.
- (2) Exception: The requirement set forth in clause (1) of this paragraph shall not apply if and only if the appropriate federal agency determines one of the following:
  - (a) The application of the requirement in clause (1) of this paragraph would be inconsistent with the public interest;

(b) That (i) the cost of domestic iron, steel, and/or manufactured goods would be unreasonable; or (ii) an insufficient amount of steel, iron, or relevant manufactured goods were produced and reasonably available in the United States; or (ii) that the steel, iron, or relevant manufactured goods is not produced in the United States. The cost of domestic iron, steel, and/or manufactured goods will be considered unreasonable when the cumulative costs of such material will increase the overall cost of the project by more than twenty-five percent (25%).

A Grantee, its contractors, and subcontractors must comply with the above requirement unless the Grantor obtains a waiver from the appropriate federal agency stating that at least one of the above-referenced exceptions applies. The Grantee, its contractors, or subcontractors shall notify the Grantor immediately and shall cooperate with the Grantor if the Grantor determines it will seek an exception to the Buy American requirements by appealing to the appropriate federal agency pursuant to rules and regulations in 2CFR Part 176, Federal Register Volume 74, No 77 ( April 23, 2009). The Buy American requirements shall be performed in a manner consistent with United States obligations under international agreements.

b. *Prevailing Wage Rates and Labor Standards.* The Grantee and each of its contractor and any subcontractors shall pay all laborers and mechanics employed by the Grantee, contractor or subcontractors, respectively, on the Project not less than the prevailing wage determined under the "Davis-Bacon Act" for similar work in the civil subdivision for which the laborers and mechanics perform the work. In addition, the Contractor and subcontractors shall pay all laborers and mechanics overtime compensation in accordance with the provisions of the "Contract Work Hours and Safety Standards Act," 40 U.S.C. §§ 327 to 333. The Grantee, its contractors, and any subcontractors shall comply with all regulations issued pursuant to the above-referenced Acts and with all applicable federal and state laws and regulations.

8. Logos. The Grantee agrees to use the appropriate logos provided by the Grantor to indicate state or federal funding sources on all publicity or educational materials developed, in whole or in part, under this Agreement. Grantees receiving American Recovery and Reinvestment Act funding agree to display the Recovery Act Logo in a manner that informs the public that the project is a Recovery Act Investment.

# CHECKLIST

Submit one original and two copies of this form and the following:

Please initial all applicable attachments that are included in your application:

Application Form completed and signed

Exhibit I – Summary of planned activity or project and associated costs

Exhibit II - Waste Stream Compliance Form

Exhibit III – Contact Information Form

Exhibit IV – Financial Liability and Certification

Exhibit V – Job Creation Table

Exhibit VI – Job Retention Table

Exhibit VII – Assurance of Compliance of Nondiscrimination in Federally Assisted Programs

Exhibit VIII – Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

Project Technical Worksheet

Technical Documentation

Budget and Explanation of Budget

Federal approved indirect cost rate agreement (if applicable)

Tax information Disclosure Authorization - completed and signed by applicant

W-9 - completed and signed by applicant

Vendor Information Form - completed and signed by applicant

Declaration regarding Material Assistance/Nonassistance to a terrorist organization (DMA) form completed and signed by applicant

I have read the Ohio Energy Resources Division Audit Policy and have reviewed the following OMB Circulars for guidance:

Nonprofit Organizations:

Circular # A-110, A-122, and A-133

Units of Government:

Circular # A-87, A-102, and A-133

Educational Institutions (higher education):

Circular # A-110, A-21, and A-133

These circulars can be found on the Office of Management and Budget (OMB) Federal website at: [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars)

## REQUIREMENTS:

Davis-Bacon

Buy-America

## NEPA

**All Projects receiving financial assistance from DOE must be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. The first step in DOE’s NEPA review process requires financial assistance recipients to submit information to DOE regarding the potential environmental impacts of the project receiving DOE funds. Applicants must complete the Environmental Checklist (DOE PMC EF-1) on-line at the following site: <https://www.eere-pmc.energy.gov/NEPA.asp>**

## DUNS Number

If your organization does not have a DUNS number, go to the Dun & Bradstreet (D&B) online registration located at <http://fedgov.dnb.com/webform/displayHomePage.do> to receive a number free of charge or call 1-866-705-5711.

## CCR Registration

- The Central Contractor Registration (CCR) collects, validates, stores, and disseminates business information about the Federal Government’s trading partners in support of the contract award, grants, and the electronic payment processes.

To see if your organization is already registered with CCR, check the CCR website located at

<http://www.bpn.gov/ccring/scripts/search.asp>. You will be able to search CCR by using either your organization’s DUNS Number or legal business name. If your organization is already registered, take note of who is listed as the organization’s E-Business Point of Contact (E-Business POC). If your organization is not registered in CCR, go to the CCR Website at [www.ccr.gov](http://www.ccr.gov) and select the "Start New Registration" option to begin the registration process. Please allow up to 7 days for processing of your registration which includes the IRS validating your Employer Identification Number (Taxpayer Identification Number or Social Security Number). The organization’s E-Business POC will be designated during the CCR registrations process. A special Marketing Partner ID Number (MPIN) is established as a password to verify the E-Business POC.

State of Ohio, Department of Development, Ohio Energy Resources Division

Application Form

Applicant Name: \_\_\_\_\_

Company Legal Name: (if different from above) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ -

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

County: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

Tax ID No: \_\_\_\_\_ Congressional District: \_\_\_\_\_

Central Contractor  
Registration CAGE#: \_\_\_\_\_ DUNS #: \_\_\_\_\_ NAICS # \_\_\_\_\_

Business Type (as identified by CCR #): \_\_\_\_\_

Is your business currently certified as :  
 MBE (Minority Business Enterprise)  EDGE (Encouraging Diversity Growth & Equity)

Employment Profile

Job Creation: Complete Exhibit V Job Creation Table. Enter total number of full and part-time jobs below.  
Department of Energy recommendation is one (1) job per each \$92,000 of total project cost.

Current employment level as of July 1, 2009 \_\_\_\_\_

Total number of jobs created:  
Full Time \_\_\_\_\_  
PartTime \_\_\_\_\_

Job Retention: Complete Exhibit VI Job Retention Table. Enter total number of full and part-time jobs below.

Total number of jobs retained:  
Full Time \_\_\_\_\_  
PartTime \_\_\_\_\_

Current Goals: Full Time: \_\_\_\_\_ PartTime: \_\_\_\_\_

Employment Level Projected for June 30, 2011 \_\_\_\_\_

As an authorized agent of the Applicant, I hereby submit this Application to the State of Ohio, Department of Development, Ohio Energy Resources Division. I understand that any false statement in this record may subject the Applicant and Signer to criminal prosecution. I understand that additional information may be requested. I also understand that this document in no way constitutes a commitment of funds by the State of Ohio for any of its programs.

I hereby represent and certify that the foregoing and attached information, to the best of my knowledge and belief, is true, complete, and accurately describes the proposed activity/project for which the financial assistance is being sought. I am aware of Ohio Revised Code Sections 9.66(C) and 2921.13(D)(1) which outline penalties for falsification which could result in the return of all monies received and the forfeiture of all current and future financial assistance benefits as well as a fine of not more than \$1,000 and/or a term of imprisonment of not more than one hundred and eighty (180) days. I further agree to inform the Ohio Department of Development of any changes in the foregoing information, which may occur prior to the time the Applicant and the Ohio Department of Development execute an Agreement. Further, I hereby authorize the Ohio Department of Development to contact the Ohio Environmental Protection Agency to confirm statements contained within this application and to review applicable confidential records.

The undersigned warrants, certifies, and represents that certain information in their application may be subject to the Open Public Records Act.

Applicant Signature \_\_\_\_\_ Typed Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**EXHIBIT I**

**Summary of Planned Activity or Project and Associated Costs**

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Projected start date: \_\_\_\_\_ Projected completion date \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

Source of Other Funds Used For Project: \_\_\_\_\_

Provide a detailed summary of the planned activity or project. Include your organization's qualifications and how this project will:

- a. Stimulate the creation or increased retention of jobs
- b. Save energy (kWh/therms/Gallons/BTU's/etc.)
- c. Increase energy generation from renewable sources (renewable projects only), and
- d. Reduce greenhouse gas (GHG emissions)

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**(Please limit summary to 500 words)**

**EXHIBIT II**

**Waste Stream Compliance**

Please provide below, or attach a description of your waste management plan that addresses waste generated by your proposed Project. This waste management plan will describe the plan to dispose of any sanitary or hazardous waste (e.g., construction and demolition debris, old light bulbs, lead ballasts, lead paint, piping, roofing material, discarded equipment, debris, and asbestos) generated as a result of the proposed Project. For more information on hazardous waste identification, see: <http://www.epa.gov/epawaste/hazard/wastetypes/wasteid/index.htm>.

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**CERTIFICATION:** As the duly authorized representative of the applicant , I certify that the project will comply with all Federal, state and local regulations for waste disposal.

Name of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**EXHIBIT III**

**Contact Information Form**

Applicant Name: \_\_\_\_\_

Certifying Officer

Chief Financial Officer

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Board Chair

List of Board Members/Title

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

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Zip: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check the appropriate box below and provide the names and total compensation of the five most highly compensated officers of your organization on a separate sheet if the following applies:

In the applicant's preceding fiscal year, the applicant received:

- a.) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
- b.) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
- c.) The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue code of 1986.

Does not apply

Applies (list attached)



## EXHIBIT IV

### Financial Liability and Certification

#### Financial Liability:

Explain any outstanding financial liabilities the applicant and/or company have with state or local governments in Ohio. Whether or not the amounts are being contested in a court of law, does the applicant and/or company owe:

a.) Any delinquent taxes to the State of Ohio (the "State"), a state agency, or a political subdivision of the State such as a city or county?

Yes  No

b.) Any monies to the State or a state agency for the administration or enforcement of the environmental laws of the State?

Yes  No

c.) Any other monies to the State, a state agency, or a political subdivision of the State that are past due?

Yes  No

d.) Is the company the subject of any existing tax lien?

Yes  No

#### Certification:

Has the applicant, related companies, or any officers:

a.) Been convicted of a felony

Yes  No

b.) Been convicted of or enjoined from any violation of state or federal securities law?

Yes  No

c.) Been a party to any consent order or entry with respect to an alleged state or federal securities law violation?

Yes  No

d.) Been a defendant in a civil or criminal action?

Yes  No

**If you have answered yes to any of the above, please provide a detailed explanation including, but not limited, to the location, amounts, and case identification numbers (if applicable) on a separate sheet.**

**Government and Non-Profits: Provide a copy of the most recent audit report or annual report.**



**EXHIBIT V**  
**DIRECT JOB RETENTION TABLE**

A	B	C	D	E	G	
Job Title	Hrs/Wk per Employee	Wk/Yr per Employee	Hourly Wage	# of Employees	Outside Training Required	
					Yes	No
	FT:					
	PT:					
	FT:					
	PT:					
	FT:					
	PT:					
	FT:					
	PT:					
	FT:					
	PT:					
	FT:					
	PT:					
<b>Attach additional sheets if necessary</b>				<b>Total</b>		
						FT:
						PT:



**EXHIBIT VI**  
**INDIRECT JOB RETENTION TABLE**

A	B	C	D	E	G	
Job Title	Hrs/Wk per Employee	Wk/Yr per Employee	Hourly Wage	# of Employees	Outside Training Required	
					Yes	No
	FT:					
	PT:					
	FT:					
	PT:					
	FT:					
	PT:					
	FT:					
	PT:					
	FT:					
	PT:					
	FT:					
	PT:					
<b>Total</b>					FT:	
					PT:	

Attach additional sheets if necessary

# **SEP-ARRA**

## **Making Efficiency Work Project Technical Application**

**SEP-ARRA MAKING EFFICIENCY WORK**  
**Technical Worksheet for Energy Efficiency Projects**

Applicant name: \_\_\_\_\_

Company name: (if applicable) \_\_\_\_\_

1. PROJECT READINESS/IMPLEMENTATION PLAN/RISKS

Provide narrative and documentation that will prove the readiness of the project to be completed within twelve (12) months of the grant award. Information should document completed engineering and financial analysis for the project. Other information that must be submitted will include: vendor quotes to support project cost, internal capital budget appropriation, financing arrangements, and etc.

2. PROJECT FINANCIALS/MATCH/FINANCING/COST EFFECTIVENESS

Provide documentation that provides the customers expected match of grant funding. Fifty percent (50%) match is the minimum and higher match percentages are preferred. Documentation must support match amount. Match can include in-kind contribution (labor and direct benefits costs).

3. ECONOMIC/EMPLOYMENT IMPACTS FOR OHIO

Provide documentation on number of jobs created/retained. Provide documentation on Ohio component value of total project costs by dollars invested.

4. ENERGY IMPACTS AND INNOVATIVENESS OF THE PROJECT

Provide documentation on project description and analysis. Show a “before” state energy use and “after” state energy use for each measure and calculations to support the energy savings identified. Provide documentation of any energy management program for the project. Provide waste management plan to dispose any sanitary or hazardous waste to be generated from the project. For more information on hazardous waste identification, see:

<http://www.epa.gov/epawaste/hazard/wastetypes/wasteid/index.htm>.

5. BASE YEAR AND SUMMARY TABLE – Table 1 and 2

6. SUPPORTING DOCUMENTATION AND ATTACHMENTS

**Note: Sections 1-4 – Please limit description, analysis, etc. to one 8 1/2” X 11” sheet with font size no smaller than 10 point. Additional supporting documentation (letters, quotes, etc.) can be referred to as attached in Section 6.**

**SEP-ARRA MAKING EFFICIENCY WORK**  
**Technical Worksheet for Energy Efficiency Projects**

Customer Name: \_\_\_\_\_

**Installation Requirements:**

Equipment installation must meet the following minimum requirements in order to qualify for the provisions of the SEP-ARRA; proposed deviations from the requirements will be considered, but they must be documented by the Applicant or Installation Contractor and approved by Ohio Department of Development. These requirements are not all encompassing and are intended only to address certain minimum safety and efficiency standards.

**A. Code Requirements**

1. The installation must comply with the provisions of the National Electrical Code (NEC), UL, and any other applicable local, state or federal codes or practices.
2. All required permits must be properly obtained and posted.
3. All required inspections must be performed (i.e., Electrical/NEC, Local Building codes/zoning Enforcement Office, etc.).

**B: Equipment Information**

1. Manufacturer(s): \_\_\_\_\_
2. Equipment Type: \_\_\_\_\_
3. Capacity Rating of each (KW, BTUH, etc): \_\_\_\_\_

**C: Auxiliary Equipment**

1. Type of Equipment: (for example, absorption cooling, heat exchanger, etc. model number & capacity rating)

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**D: Warranty Information**

1. Equipment: \_\_\_\_\_ Years
2. Equipment Installation: \_\_\_\_\_ Years
3. Parts and Labor \_\_\_\_\_ Years



**SEP-ARRA MAKING EFFICIENCY WORK**  
**Technical Worksheet for Energy Efficiency Projects**

**Summary Sheet**  
**Table 1**

Fuel Type	Energy Use by Energy Measure (EM) / Annual								Savings
	EM #1		EM #1		EM #3		EM #4		
	Before	After	Before	After	Before	After	Before	After	
<b>Electricity</b>									
KwH									
Cost									
<b>Natural Gas</b>									
MMBTU									
Cost									
<b>Coal</b>									
MMBTU									
Cost									
<b>Other:</b>									
MMBTU									
Cost									
<b>Summary Total</b>									
Total Energy Savings [MMBTU]									
Total Cost Savings [\$]									
Implementation Cost [\$]									
Payback [Years]									

Note: Conversion of electric use based on 1kwh = 3412 Btu

**SEP-ARRA MAKING EFFICIENCY WORK  
 Technical Worksheet for Energy Efficiency Projects**

Table 2  
 Electric Consumption  
**For Base Year (Entire Facility)**

	Billing Period [Note 1]		Energy Data [Note 1]			
	From	To	KWH	Measured Demand	Billed Demand	Total Cost
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
12						
	<b>Annual Totals</b>					

Notes:

- 1. If utility data is not available, provide calculated baseline data in this table.

**SEP-ARRA MAKING EFFICIENCY WORK**  
**Technical Worksheet for Energy Efficiency Projects**

**Table 3**  
**Natural Gas Consumption**  
**For Base Year (Entire Facility)**

	Billing Period [Note 1]		Energy Data [Note 1]	
	From	To	Consumption (MCF)	Total Cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
	<b>Annual Totals</b>			

Notes:  
1. If utility data is not available, provide calculated baseline data in this table.

**SEP-ARRA MAKING EFFICIENCY WORK**  
**Technical Worksheet for Energy Efficiency Projects**

**Table 4**  
**Other Fuel Consumption**  
**For Base Year (Entire Facility)**

	Billing Period [Note 1]		Energy Data [Note 1]	
	From	To	Units:	Total Cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
	<b>Annual Totals</b>			

Notes:

1. If utility data is not available, provide calculated baseline data in this table.