ALASKA ENERGY AUTHORITY

Alaska Small Cities
Energy Efficiency and Conservation Block Grant (EECBG)

Funding Announcement & Instructions

Announcement Date: March 24, 2010
Application Due Date: April 20, 2010

Amendment #1 3/30/2010: *Under Deadline section on page 2, the word "Friday" was removed. The deadline is Tuesday, April 20, 2010*

FUNDING ANNOUNCEMENT

Introduction
The Alaska Energy Authority (AEA) has received American Recovery and Reinvestment Act (ARRA) funding to grant to qualifying local governments for energy efficiency and conservation improvements. The local grant funding totals $5,180,490 and is part of the Energy Efficiency and Conservation Block Grant (EECBG) program from the US Department of Energy (US DOE). This document provides guidance to eligible Cities about how to apply and what projects are eligible.

Who is eligible?
A list of eligible incorporated local Alaska units of government (hereafter referred to as Cities) is provided at the end of this document with the funding allocations for each.

Important note: All grant recipients are required to be registered with Central Contractor Registration (CCR). A pre-requisite for registration with CCR is obtaining a Dun and Bradstreet Universal Numbering System (DUNS) number. If your City does not already have a DUNS number, please initiate this process as soon as possible to ensure no delays with the grant (http://dnb.com).

Funding
AEA developed a funding formula that provided a base funding of $10,000 per City and additional funding based upon population. Grants are expected to range from $10,900 to $227,800. There is no matching fund requirement, however for the purposes of reporting, applicants are required to report any matching contributions they will be making on their projects.

Eligible Cities must submit an application by the deadline (see below) identifying qualifying energy efficiency and conservation projects they would perform under this grant program.

In the event that some eligible Cities do not apply for the funding by the deadline or do not intend to fully utilize their allocation, any unused funding will be allocated on a population basis among the Option 1, Opt-In Technical Assistance program Cities.

Eligible projects
Cities may use their allocated funding for the following types of energy efficiency and conservation projects.

1. **Energy efficiency audits of public buildings**. No more than 50 percent of the funding may be used for energy audits. At least 50 percent of the funding must be used for energy efficiency or conservation measures (the implementation of the energy efficiency improvements), items 2-4 below.
2. **Energy efficiency measures* in public buildings**. These include:
    a. Efficiency improvements to the building thermal envelope, including installing insulation, weather sealing, and replacement of windows and doors
    b. Efficiency improvements to the building heating, air conditioning and/or ventilation system
    c. Efficiency improvements to building lighting systems and controls, both indoor and outdoor
    d. Efficiency improvements to the building's electrical load, including replacing equipment with ENERGY STAR certified equipment, such as: appliances, vending machines, motors, pumps, fans, water heaters, control equipment (such as timers or occupancy sensors), exit signs, refrigeration, and other electric loads.
3. **Energy efficiency measures* to other public facilities**, such as street or trail lighting, or other public infrastructure.
4. **Energy conservation measures***, such as establishing workplace policies or programs for employees regarding the conservation of energy. These measures are limited to the following activities:
    a. Design and operation of energy conservation programs
    b. Identifying the most effective methods for achieving the maximum participation and efficiency rates
    c. Public education
    d. Measurement and verification protocols
    e. Identification of energy efficient technologies

    * *See Definitions section, below.*

Deadline
Complete applications must be <u>received by 4:30 pm April 20, 2010</u>. Applicants are encouraged to submit applications by email and fax per the instructions. Applicants are encouraged to return applications at their earliest convenience.

Review of Applications
Applications will be reviewed and evaluated upon receipt and in the order received.

Applications will be reviewed for:

1. Completeness and accuracy of forms
2. Adherence to ARRA and AEA project requirements

Applications that are incomplete will result in a delay in the grant award or possible rejection of the application. Applicants whose applications are incomplete or fail to meet the program requirements will be notified by AEA regarding the deficiency in their application. Those applicants will have 30 days during which to amend their application, or they may select Option 1 (see Implementation Options, below).

If an applicant: (a) fails to submit an application by the April 20, 2010 deadline; or (b) fails to supplement its application as required within 30 days after notice by AEA that the application is incomplete or deficient; or (c) fails to propose a project that meets the requirements of the program and AEA is therefore unable to award a grant to that City; then the funds allocated for that City will be reallocated to the Option 1 program, by not later than July 1, 2010.

Awarding of Grants

Once evaluated and approved by AEA—and pending US DOE's determination on this grant program's NEPA categorical exclusion—the Grant Agreement will be signed, dated and returned to the City's Principal Contact. Work may begin on the date that Grant Agreement has been signed by both parties.

Definitions and Acronyms

Definitions

For the purposes of the Application forms and the Funding Announcement and Instructions, the following definitions are provided:

- **Authority:** The Alaska Energy Authority
- **City**: The term City refers to units of local government that are eligible for the Alaska Small City Energy Efficiency and Conservation Block Grants, which includes both City and borough governments.
- **Energy audit or assessment:** An energy audit or assessment is an inspection, survey and analysis of energy flows in a building, process, or system with the objective of understanding the energy dynamics of the system under study. For the purposes of these grants, energy audits are conducted to understand the opportunities to reduce the amount of energy used for the same or better energy service.
- **Energy conservation measures (ECM):** An energy conservation measure is an action (measure) taken to reduce energy use through changing human behaviors, for example turning off equipment when not in use, or creating workplace policies that set a standard regarding employees and energy use.
- **Energy efficiency measure (EEM):** An energy efficiency measure is an action (measure) taken to reduce energy use through the use of improved efficiency technology or equipment. For example, changing lighting from a less efficient incandescent lighting to more efficient fluorescent lighting; replacing a less efficient motor or appliance with a more efficient motor or appliance.
- **Retrofit**: Replacing components of existing equipment with new equipment. For example, a lighting retrofit would typically involve replacing ballasts and lamps in existing lighting fixtures. A **replacement** or **redesign**, by comparison, would replace the entire fixture or would redesign the placement and light output of the new lighting fixtures.

Acronyms

- AEA: Alaska Energy Authority
- ARRA: American Recovery and Reinvestment Act
- ASC EECBG: Alaska Small City Energy Efficiency and Conservation Block Grants
- CCR: Central Contractor Registration http://www.ccr.gov
- DUNS: Dun and Bradstreet Universal Numbering System http://dnb.com

- EECBG: Energy Efficiency and Conservation Block Grants
- FAQs: Frequently Asked Questions
- NEPA: National Environmental Policy Act
- PDF: Portable Document Format http://get.adobe.com/reader/
- TIN: Federal Tax Identification Number
- US DOE: United States Department of Energy

Implementation Options

Cities applying for grants may select from one of three implementation options, which are described more fully below:

1. Opt-in technical assistance
2. Two-stage project: Energy audit then energy efficiency and conservation measures
3. Single-stage project: Energy efficiency and conservation measures

Option 1: Opt-In Technical Assistance (Implementation Administered by a Third-Party Service Provider)

The opt-in technical assistance program will provide your City with a service provider to assist your City in implementing this program. The service provider would work closely with designated City officials to identify and implement the eligible projects that could be completed with the funds allocated for your City.

Alaska Energy Authority has had positive results using this service provider arrangement for our Village End Use Efficiency Measures program. Since 2005, AEA, through a service provider, has served 51 Alaska villages very effectively.

For example the services provider would:

- Assess the energy efficiency and conservation in your public facilities and define improvements you could make to reduce your energy costs
- Purchase materials
- Implement identified measures either by the service provider, using City staff, or by the service provider hiring qualified companies or individuals to implement your program.
- Provide administrative assistance to include accounting for expenditure of funds, completing quarterly reports and providing other necessary support to the service provider to ensure an efficient and effective project implementation and compliance with all grant requirements.

Any City can opt-in to this program, though the program is designed especially for small Cities receiving less than $50,000 in EECBG funding. Below are some of the potential benefits and negatives from the City's perspective.

Potentially positive attributes of the Opt-In Technical Assistance Program

- Obtain technical assistance to identify the largest energy savings measures to create the largest long-term cost savings for the City
- The City's quarterly reporting will be performed by the service provider
- Service provider will work closely with City to identify needs

- More cost-effective measures are likely to be identified
- Service provider will have or have access to engineers, electricians, and other resources, if needed
- AEA selects qualified service providers, which may save Cities this effort
- Service providers will be hired for regions of the state to save on expenses and to be in-tune with the regional projects and needs
- Service providers may obtain better pricing on purchased supplies and equipment (such as lights) through quantity purchasing for many Cities at the same time
- Service providers may save on shipping costs by consolidating shipments for a region
- AEA will not use any City funding to administer this program
- Any City allocations that are not applied for or fully utilized will be divided on a population basis to the Opt-In Technical Assistance Program Cities.

Potential negative attributes of Opt-in

- City does not receive funding directly, instead funding is applied to the City's project through the selected service provider
- Cities will have less control of the timing of their projects
- Cities that already know their greatest energy efficiency needs and who have the staff or contractors to initiate the project may be better served to skip the audit step and perform the energy efficiency measures directly

Option 2: Two-Stage Energy Audit then Energy Efficiency and Conservation Measures (Implementation Administered by the City)

Select this option if the City would like to use a portion of the funding to conduct energy audits or assessments of their buildings or facilities prior to determining the energy efficiency and conservation measures to implement. Up to 50 percent of the funds available to the City may be used for the energy audits, and at least half of the funding must be used for energy efficiency and conservation measures.

The City should ensure that the selected energy auditor is qualified to work in the areas he/she is auditing (lighting, building envelope, HVAC). Especially where building envelope and HVAC are concerned, it is important that the auditor have a thorough knowledge of building science so as not to inadvertently cause detrimental impacts to the building or its occupants. Examples of approved building science qualifications include Certified Energy Manager; Weatherization Tech I; a combination of Cold Climate Retrofit, Blower Door, and Building Analyst certifications; or other appropriate trainings, certifications, or experience with building-systems science.

The application form for Option 2 asks for details about the energy audit or assessment work that will be conducted. If the City's application is approved and signed by AEA, the City will be allowed to proceed on the first stage of their work, the energy audits. Once the audits are complete and the City has identified the energy efficiency measures to complete, the City must submit the Request to Proceed form to AEA for approval to proceed. The Request to Proceed form asks for the same information as the Option 3 application. Under Option 2 (and Option 3), the City is responsible for all work performed, meeting the requirements of the provisions, and meeting all reporting requirements and deadlines.

Option 3: Single-Stage Energy Efficiency and Conservation Measures (Implementation Administered by the City)

Cities should select this option if they know what energy efficiency and conservation measures they would like to implement by the grant application deadline, and if no additional energy audits or assessments are needed. Cities selecting this option will specify their plans on the Option 3 Application Form. Work may commence once the Grant Agreement is approved and signed by both parties (AEA and the City).

If performing work that affects the building envelope or building heating, air conditioning and ventilation systems, the City must ensure that qualified building science staff are overseeing the project so as not to inadvertently cause detrimental impacts to the building or its occupants. Examples of approved building science qualifications include Certified Energy Manager; Weatherization Tech I; a combination of Cold Climate Retrofit, Blower Door, and Building Analyst certifications; or other appropriate trainings, certifications or experience. If training is needed in your City or region, please note the need in your application, or contact Alaska Energy Authority's energy efficiency program manager (see contacts below) or Alaska Housing Finance Corporation (http://www.ahfc.state.ak.us) for training opportunities. Training prior to implementation may be required.

Timeline and Reporting

Timeline

- March 24, 2010 Application process opens
- **April 20, 2010** **Application deadline**
- April-May 2010 AEA review of applications, notification of awards
- June 15, 2010 First quarterly report due
- September 15, 2010 Quarterly report due
- December 15, 2010 Quarterly report due
- March 15, 2011 Quarterly report due
- June 15, 2011 Quarterly report due
- September 15, 2011 Quarterly report due
- December 15, 2011 Quarterly report due
- March 15, 2012 Quarterly report due
- June 15, 2012 Quarterly report due
- August 31, 2012 Deadline for all work to be completed
- September 14, 2012 Final reports and grant closeout, if not conducted sooner

NEPA

AEA has applied to US DOE for categorical exclusion from the NEPA (National Environmental Policy Act) reporting requirements for all activities that may be conducted under this sub-grant arrangement. At the time this Grant Application was released, a determination has not yet been made by US DOE. We expect to receive a categorical exclusion by early April. If US DOE does not grant a categorical exclusion, sub-grantees, or some sub-grantees may have to either file paperwork concerning environmental impacts of their projects, or may have to alter the scope of their work. AEA will alert any Cities if this is the case.

Reporting
Option 2 and 3 grant recipients will be required to file on-time quarterly reports by the deadlines provided above and on a form specified by AEA. The Quarterly Reporting Form will be posted to AEA's EECBG web page: http://www.akenergyauthority.org/eecbg.html. Option 1 grant recipients must support the selected service provider to meet quarterly deadlines by providing them the information needed, such as matching funds spent, square footage of buildings, etc.

Payments
Grant funds will be paid on a reimbursement basis for eligible costs upon receipt of a complete Pay Request Form accompanying a quarterly report. If the City elects to be reimbursed before a quarterly report is prepared, then requests for reimbursement may be made up to once per month using the Pay Request Form. Regardless whether any monthly payment requests are made, quarterly reports are due by the specified day each quarter, from initiation until the project is closed out.

Photographs
Recipients are encouraged to take before and after photographs of their projects to include in their quarterly and/or close-out reports. Digital photographs and brief descriptions may be emailed to eecbg@aidea.org, along with a photo release form if individuals are pictured. The release form is located at http://www.akenergyauthority.org/eecbg.html.

Grant Provisions
Applicants should review the Grant Provisions prior to submitting their application. The applicant is required to comply with these provisions in the expenditure of funds and reporting of activities under the grant. The provisions are both standard provisions the Authority incorporates into most grant agreements in addition to specific provisions required by the Federal Government that are required for ARRA funded projects.

INSTRUCTIONS

How to Submit an Application

Please submit a completed Alaska Small City Energy Efficiency and Conservation Block Grant Application to Alaska Energy Authority as described below by the stated deadline. The Grant Applications, as well as these instructions and any updates to these documents can be found at AEA's web site: http://www.akenergyauthority.org/eecbg.html. Please be as accurate and concise as possible to avoid delays in processing or disqualification.

1. Select an Option
Prior to completing an application, please decide which "Option" your City will select: 1, 2, or 3. Each option has a separate application form that is specific to the option. The options are described in the Implementation Options section above.

2. Download the Application Form
Download the correct Grant Application Form for the Option you selected.
http://www.akenergyauthority.org/eecbg.html.

3. Complete and Submit the Application by the Preferred Method

a) **Complete Form:**
The Grant Applications are PDF fill-in forms. Please use a computer and the free Adobe Reader software to enter your answers in the fields provided. Refer to the Line Instructions in the pages below as you complete the form.

b) **Click Save** button at the top of the document to save it to your computer.

c) **Click Print** button to print a copy for your records and for signatures.

d) **Click Submit** button once the application form is complete. This will prepare an email with the unsigned document attached. Do not change the subject line or the 'To' field to ensure it is received and that you receive an automatically generated confirmation of receipt by email. If you do not receive a confirmation within an hour, please contact AEA staff at the numbers given below.
Web mail users only: create a new email message, attach the application, address it to eecbg@aidea.org, and ensure that the subject line starts with "Form Returned" to ensure a confirmation of receipt by email.

e) **Fax the signed pages** (Grant Agreement and first page of W-9) to 907-771-3930. Alternatively the signed pages may be mailed. A confirmation of receipt will not be sent for the faxed signature pages. However, we will notify you if we received an electronic application, but no faxed signatures.

Troubleshooting If you are unable to open the PDF fill-in document, or are experiencing other difficulties with the form, check that the version of Adobe Reader that you are using is the most up to date (version 9.3 or newer). If not,

download the most recent free version of Adobe Reader by clicking on this logo 

, or by going to http://get.adobe.com/reader/.

Alternative Methods of Submittal

1. Complete the application form on a computer (PDF fill-in form), typing responses in the spaces given. If entering the information on a computer is not possible, print the form and neatly handwrite or type on it.
2. Sign.
3. Fax, mail, hand deliver, or scan and email the application form to the address below.
4. Please keep a copy for your records.
5. Submit Applications to

   Email: eecbg@aidea.org
   Fax: (907) 771-3930
   Mail: Alaska Energy Authority
   Attn: EECBG Application
   813 W. Northern Lights Blvd.
   Anchorage, AK 99503-2495

Confirmation of Receipt

If the application is submitted using the preferred electronic method, an automatic confirmation message will be emailed to the sender. If submitted by one of the alternative methods of submittal, a confirmation of the receipt of your application will be made via email to the primary contact within two work days of receiving your application. If you do not receive a confirmation, contact AEA staff.

Contact information

For confirmation of receipt of applications:
Marge Cabanski, (907) 771-3081, mcabanski@aidea.org
For application form or energy efficiency activity questions:
See Frequently Asked Questions: www.akenergyauthority.org/eecbg.html
Sean Skaling, EE&C Program Manager, (907) 771-3079, sskaling@aidea.org
Katie Conway, EE&C Asst. Prgm. Manager, (907) 771-3078, kconway@aidea.org
For reporting and ARRA requirements:
Rebecca Garrett, (907) 771-3042, rgarrett@aidea.org
In-State toll free number (ask for the individual listed above): 1-888-300-8534

More Information

More information can be found at the Alaska Energy Authority web site (www.akenergyauthority.org/eecbg.html), including links to US DOE materials about these grants, updates, frequently asked questions (FAQs), energy efficiency project ideas, and additional information. The content of this web page will continue to be updated as new information is available.

Instructions for Completing the Application Forms

Below are specific line instructions for the Application Forms. Each form contains a Grant Agreement Form, a Budget Form, a W-9 Form, and an Grant Application Form specific to the Option selected. Please refer to sample applications posted on AEA's web site.

I. Grant Agreement Form

The Grant Agreement is the first page of each of the Application Form. Please note that buttons have been placed at the top and bottom of the document to help applicants save, print signature pages and submit the form. Refer to the How to Submit an Application section above for instructions.

1. Sub-Grantee Information
    a. Name of the City or Borough applying for funding. Eligible Cities are listed in the section, "Eligible Local Governments and Allocation Amounts" below. Please provide the proper name of the City or Borough as you would like it to be listed in program materials and on checks.
    b. Organization EIN is the City's Federal Employer Identification Number, also known as a Federal Tax Identification Number (TIN).
    c. The Organization DUNS is the City's Dun and Bradstreet Universal Numbering System. If not known, your City's finance department or similar department should be able to provide EIN and DUNS numbers, which are both required. If the City does not have a DUNS number, the City should apply immediately for a number at http://dnb.com, as the process can take time. A DUNS number is one of the requirements for registration in the Central Contractor Registration, which is an ARRA requirement (http://www.ccr.gov). If a DUNS number has been applied for, but has not been received by the application deadline, please write "Applied on (*insert date here*)" in line 1c, and fax evidence of application and date to AEA at (907) 771-3930.
    d. Project Manager: Complete all information for the project manager for this project. For Option 1 applicants, the Project Manager will be the primary contact for the selected service provider. The Project Manager may be the same person as the Principal contact and the Signatory, if needed.
    e. Sub-Grantee Principal Contact and Primary Address: This is the primary contact for this grant, and is the person and address to which official notices and checks about this grant will be mailed, or emailed. Please complete all fields.

2. Scope of Grant
   This option is pre-checked based upon the Option selected.

2.2 Project Name: Give the program a descriptive name. For example:
Option 1 example
- Akhiok EECBG opt-in project

Option 2 example
- Thorne Bay City building energy audit and retrofit project

Option 3 examples
- Elim City Hall insulation and weatherization project
- Point Hope building and street lighting retrofit project

- Newhalen Teen Center heating system efficiency upgrade project

2.3 Requested Amount: Enter the allocation listed with your City name in the eligible Cities section below. Cities may request less funding than is listed, but not more. Enter whole dollar amounts without a comma separator or cents.

3. Period of Performance: Self explanatory.
4. Appendices: The listed appendices are incorporated into the Grant Agreement. The Grantee must be aware of and agree to all provisions, requirements, and information contained in the listed appendices.
5. Agreement: This section to be signed by an authorized City representative. List also the name, date and title.

Blocks 6 through 10 are to be completed by the Alaska Energy Authority

6. Grant Number: Each Sub-Grantee will be given a grant number by the Authority.
7. Grant Amount: The Authority will enter the final approved grant amount, which will be the maximum amount payable to the Sub-Grantee.
8. Granting Agency Project Manager: Self-explanatory.
9. Agency Approval: To be signed by the Authority's Executive Director or designee. Once signed by both parties, the grant agreement is considered complete and work may begin on the date signed in 10.
10. Grant Start Date: The grant start date will be the day the grant is signed by the Authority. Work and expenses should not start prior to the Grant Start Date.

II. Grant Application Form

Each application will contain one Grant Application Form specific to the Option chosen. Instructions for each of these forms are provided below. You will only fill out the form for the option your City has selected.

A. Grant Application Form, Option 1, Opt-In Technical Assistance (Implementation Administered by a Third-Party Service Provider)

1. Name of City or Borough: This line pre-fills the City name from the Grant Agreement Page.
2. Under this option, Alaska Energy Authority will be hiring a service provider to assist the City in implementing the program. The City is expected to provide support to the service provider including, but not limited to: providing a single point of contact for the provider to work with, providing guidance on selecting priority projects, meeting with the service provider both on the phone and in person when they are in your City, obtaining needed local resources for the service provider, performing work under the guidance of the service provider, and/or other forms of support. Please describe the level of support your City will provide to this project. See Sample Application Forms on AEA's web site. The statements on this application form will be part of your scope of work.
3. Please list the types and extent of in-kind support the City will provide to the project. Where applicable, this in-kind support should be listed on the budget form with an estimated value of the in-kind.
4. If known, list buildings or facilities the service provider should consider. If not known, this section may be left blank. Include a building or facility name (e.g. "city hall", or "Main Street lighting"), and the address or location description (e.g. "25 Alaska Avenue", or "along Main St. from 1st to 9th Ave."). Include approximate or known square footage,

and select a sector from the pop-up menu. The sectors are public building, school, or other public facility.

5. Summary of project: The summary you provide in this field will be extracted from your application and forwarded to US DOE, along with your City name, DUNS number, and grant amount. Please summarize your project even if it is duplicative of the information provided elsewhere on the application form. See Samples Applications Forms.
6. Additional comments. Add additional comments, or continue descriptions or lists of buildings that did not fit in the fields above. If listing more buildings, please continue numbering the buildings. If providing comments about the buildings listed in #4 above, you may refer to the buildings using their line numbers.

B. Grant Application Form, Option 2, Two-Stage Project: Energy Audit then Energy Efficiency & Conservation Measures (Implementation Administered by the City)

1. Name of City or Borough: This line pre-fills the City name from the Grant Agreement Page.
2. Self-explanatory.
3. List the buildings or facilities that will be audited. Include a building or facility name (e.g. "city hall", or "Main Street lighting"), and the address or location description (e.g. "25 Alaska Avenue", or "along Main St. from 1st to 9th Ave."). Include approximate or known square footage, and select a sector from the pop-up menu. The sectors are public building, school, or other public facility.
4. Identify the scope of the audit by checking the appropriate audit-level box for each audit area. No one audit level is right in all situations. Depending upon the funding available, the condition of the buildings, and the extent to which the City needs assurance of energy savings, different levels of audits are appropriate in different situations.
    - **Walk-through audit** should be checked if the auditor is conducting a general assessment of a building or facility. A general assessment would include looking for general insulation levels, lighting technologies, age and type of equipment, etc., to identify areas of known efficiency opportunities based upon their experience.
    - **General audit** should be checked if in addition to the walk-through audit, the auditor conducts further examination or research to determine the cost effectiveness of particular energy efficiency or conservation measures, or any other deeper analysis, modeling, testing, measurement or other more detailed study.
    - **Investment grade audit** should be checked if the audit provided a level of detail and analysis sufficient to obtain financing or a guarantee of savings.
5. Self-explanatory.
6. Once the audit is complete, the City must submit the Request to Proceed form to initiate the energy efficiency and conservation measures. By what date do you anticipate submitting this form?
7. Under Option 2, no more than 50% of the funding may be used for the audit stage of the grant. Applicants must mark 'Yes'.
8. Summary of project: The summary you provide in this field will be extracted from your application and forwarded to US DOE, along with your City name, DUNS number, and grant amount. Please summarize your project even if it is duplicative of the information provided elsewhere on the application form. See Sample Application Forms for examples.

9. Additional Comments: Add any additional comments or continue comments from previous questions if not enough space was provided.

C. Grant Application Form, Option 3: Single-Stage Energy Efficiency and Conservation Measures (Implementation Administered by the City)

1. Name of City or Borough: This line auto-fills the City name from the Grant Agreement Page.
2. List the buildings or facilities that will receive energy efficiency or conservation measures. Include a building or facility name (e.g. "city hall", or "Main Street lighting"), and the address or location description (e.g. "25 Alaska Avenue", or "along Main St. from 1st to 9th Ave."). Include approximate or known square footage, and select a sector from the pop-up menu. The sectors are public building, school, or other public facility.
3. Summary of project: The summary you provide in this field will be extracted from your application and forwarded to US DOE, along with your City name, DUNS number, and grant amount. Please summarize the extent of your project to the greatest extent possible, even if it is duplicative of the information provided elsewhere on the application form. Samples of completed Applications are posted at AEA's web site http://www.akenergyauthority.org/eecbg.html.
4. Description of work to be conducted: Please describe the energy efficiency measures or energy conservation measures that will be conducted in each category of work. If referring to specific buildings or facilities, you may refer to the building number given in section 2 above. The description of the work should be in sufficient detail that the review team can understand the project to determine whether it qualifies, and whether it is an effective energy-saving measure. If specifics are not yet known, provide as much information as possible. For example, if conducting lighting retrofits but the new equipment has not been selected, at least state the intended improvement. For example, state that T-12s will be replaced with similar light output high efficiency T-8s and matching ballast.
    a. For insulation, include the area in square feet to be upgraded, whether it is floor, wall or ceiling/roof, and the R value before and after. For windows or doors, include the area in square feet and the U value before and after. For weather stripping, describe the number of doors, windows, and other penetrations to receive weather stripping or other insulating or hole-filling repair. If a before-retrofit blower-door test was performed on the building, please give the pre-measures and provide the post-measures in a quarterly reports.
    b. Describe the pre and post status of the building heating, ventilation and air conditioning improvement. Describe what measures will be taken and the pre- and post-efficiency rating of the equipment. For example, "The boiler in building #2 will be improved from a 1970s 65% efficient boiler made by X to a sealed combustion 92% efficient boiler made by Y, model number 123.
    c. Describe the pre and post state of the lighting retrofits to be made, including number of lamps or fixtures, pre and post wattages, the location of the retrofits, and listing manufacturer names and model numbers if available. Include any lighting controls improvements to be made.
    d. List any other electrical equipment improvements here in sufficient detail and including any pre-measurements that are known or have been taken (the energy consumption of a refrigerator to be replaced, for example.)

e. Check any of the energy conservation measures that will be taken. Include sufficient detail, as available. If a workplace energy efficiency policy will be adopted, please include as attachment in a quarterly report when adopted.
f. Describe any other energy efficiency measures. This space may also be used to detail any integration issues, for example, resizing a building heating system after insulation and weather sealing has been implemented.

5. Self-explanatory
6. Self-explanatory
7. Waste Disposal: Briefly describe how any expected waste materials will be handled.
8. Estimated Metrics
    a. Estimate the annual energy saved by type. The form will automatically convert the different forms of energy into kBTUs and will total the amount. The total annual kBTUs saved number will automatically be used in a calculation in 8e. Describe your calculation methodology in the space provided.
    b. Estimated energy costs saved per year. Convert the units of energy in 8a into cost using approximate local energy costs.
    c. Estimated jobs created and retained. Use the calculation sheet provided on the AEA web site called Jobs Calculator: http://www.akenergyauthority.org/eecbg.html.
    d. Simple payback: This is an automatic calculation field that uses the formula: total project cost (from budget form) divided by total estimated annual energy cost savings. It is expressed in years. The budget page of the application must be completed for the calculation to show correctly.
    e. Energy saved per grant dollar per year: This is an automatic calculation field that uses the formula: kBTU saved per year (from 8a) divided by EECBG grant dollars provided (from Grant Agreement form 2.3).
9. Additional Comments: Add any additional comments or continue comments from other questions if not enough space was provided. Additional pages may also be attached if more space is needed.

III. Budget Form Line Instructions

Option 1 Applicants do not need to complete Table B of this form. Options 2 and 3 must complete all parts of this form.

Name of City or Borough: This field self-populates from the Grant Agreement form.

Table A:

1. The EECBG funds requested should match the request on the Grant Agreement form. The maximum amount each City may request is listed in the Eligible Local Governments section below.
2. List any City or borough matching or in-kind contributions. No matching funds are required.
3. List funding from any other source and detail the source and whether it is confirmed or pending in the space provided below Table A.
4. This field self-calculates.

Table B:

- Option 1 applicants should not complete Table B.

- Specify the program budget according to the expense categories listed and split among the two primary categories of energy audit costs and energy efficiency and conservation measure (EEM/ECM) costs.
- The total of the Energy Audit Cost column should not exceed 50% of the total expenses.

Budget Narrative:

- Please provide a brief narrative describing the budget provided in Tables A and B above. Any additional considerations or comments may be added here.

IV. W-9 Request for Taxpayer Identification Number

The instructions for the IRS form W-9 are attached to the form. The signature page should be printed, signed and faxed along with the Grant Agreement Form at the time the application is submitted.

ELIGIBLE LOCAL GOVERNMENTS AND ALLOCATION AMOUNTS

Incorporated local units of government (cities and boroughs, herein called Cities) within Alaska are eligible for this funding opportunity so long as they were not eligible for direct formula grant funding from US DOE under the EECBG program. The ten largest cities and ten largest boroughs are ineligible because they were eligible to receive funds directly through US DOE under the EECBG program. Likewise, all Native, Tribal and Village entities are not eligible as they were also eligible for funding directly from US DOE. In total, 142 city and/or borough governments are eligible for funding. The formula for allocations uses a base funding of $10,000 for each City, and the remaining funding is divided by population. Below is the list of eligible Cities. Other entities that were eligible for direct funding from US DOE are listed on the AEA web site under 'Ineligible Communities' at http://www.akenergyauthority.org/eecbg.html.

Adak	**$17,200**	Dillingham	**$104,800**
Akhiok	**$11,900**	Diomede	**$15,200**
Akiak	**$23,800**	Eagle	**$15,200**
Akutan	**$42,200**	Eek	**$21,000**
Alakanuk	**$37,100**	Egegik	**$12,500**
Aleknagik	**$19,800**	Ekwok	**$14,900**
Allakaket	**$13,900**	Elim	**$22,000**
Ambler	**$20,500**	Emmonak	**$42,100**
Anaktuvuk Pass	**$21,500**	False Pass	**$11,600**
Anderson	**$21,900**	Fort Yukon	**$33,700**
Angoon	**$27,400**	Galena	**$33,400**
Aniak	**$30,000**	Gambell	**$37,200**
Anvik	**$13,400**	Golovin	**$16,500**
Atka	**$12,900**	Goodnews Bay	**$19,100**
Atqasuk	**$18,800**	Grayling	**$16,800**
Barrow	**$173,800**	Gustavus	**$28,100**
Bettles	**$10,900**	Holy Cross	**$17,800**
Brevig Mission	**$24,100**	Homer	**$227,800**
Bristol Bay Borough	**$51,600**	Hoonah	**$43,300**
Buckland	**$28,500**	Hooper Bay	**$56,900**
Chefornak	**$29,000**	Houston	**$80,900**
Chevak	**$47,300**	Hughes	**$13,300**
Chignik	**$12,400**	Huslia	**$21,200**
Chuathbaluk	**$14,500**	Hydaburg	**$23,800**
Clark's Point	**$12,200**	Kachemak	**$28,300**
Coffman Cove	**$15,700**	Kake	**$31,000**
Cold Bay	**$13,600**	Kaktovik	**$21,000**
Cordova	**$97,300**	Kaltag	**$17,600**
Craig	**$55,100**	Kasaan	**$12,200**
Deering	**$15,400**	Kiana	**$25,500**
Delta Junction	**$52,800**	King Cove	**$40,300**

Kivalina	**$26,400**
Klawock	**$41,700**
Kobuk	**$14,400**
Kotlik	**$34,600**
Kotzebue	**$136,300**
Koyuk	**$23,500**
Koyukuk	**$13,600**
Kupreanof	**$11,100**
Kwethluk	**$40,900**
Lake & Peninsula Borough	**$72,700**
Larsen Bay	**$12,700**
Lower Kalskag	**$20,300**
Manokotak	**$27,400**
Marshall	**$26,900**
McGrath	**$22,800**
Mekoryuk	**$17,900**
Mountain Village	**$40,900**
Napakiak	**$24,100**
Napaskiak	**$27,600**
Nenana	**$29,400**
New Stuyahok	**$29,800**
Newhalen	**$16,500**
Nightmute	**$20,100**
Nikolai	**$13,600**
Nome	**$154,300**
Nondalton	**$18,200**
Noorvik	**$35,900**
North Pole	**$94,800**
Nuiqsut	**$27,100**
Nulato	**$21,100**
Nunam Iqua	**$18,400**
Nunapitchuk	**$31,800**
Old Harbor	**$17,400**
Ouzinkie	**$16,700**
Pelican	**$14,600**
Petersburg	**$131,600**
Pilot Point	**$12,900**
Pilot Station	**$33,700**
Platinum	**$11,900**
Point Hope	**$38,800**
Port Alexander	**$12,100**
Port Heiden	**$13,600**
Port Lions	**$17,700**
Quinhagak	**$36,700**
Ruby	**$16,500**
Russian Mission	**$24,600**
Saint George	**$14,500**
Saint Mary's	**$32,200**
Saint Michael	**$27,500**
Saint Paul	**$28,200**
Sand Point	**$48,700**
Savoonga	**$39,200**
Saxman	**$27,000**
Scammon Bay	**$31,500**
Selawik	**$44,200**
Seldovia	**$21,500**
Seward	**$115,800**
Shageluk	**$14,100**
Shaktoolik	**$19,000**
Shishmaref	**$33,700**
Shungnak	**$21,000**
Skagway	**$44,200**
Soldotna	**$174,100**
Stebbins	**$33,300**
Tanana	**$20,200**
Teller	**$20,500**
Tenakee Springs	**$14,000**
Thorne Bay	**$27,800**
Togiak	**$42,400**
Toksook Bay	**$34,400**
Unalakleet	**$39,200**
Unalaska	**$153,500**
Upper Kalskag	**$19,500**
Valdez	**$191,800**
Wainwright	**$31,600**
Wales	**$15,600**
White Mountain	**$17,700**
Whittier	**$16,500**
Wrangell	**$95,300**
Yakutat, City & Borough	**$33,800**