



**IMPORTANT NOTICE
FOR**

***Requests for Applications (RFA) #AEA-11-003
for the Village Energy Efficiency Program (VEEP)
Grants***

**RFA ISSUE DATE: July 22, 2010
RFA DUE DATE: August 12, 2010**

Interested Grantees that want to be notified of updates or changes to this Request for applications MUST fill out the following information and reply via email or fax; otherwise we will be unable to notify the Grantee of possible addenda to this RFA.

Please provide the following information by fax or email to the contact below:

Company name _____
Contact name _____
Company address _____
Telephone number _____
Fax number _____
Email address _____

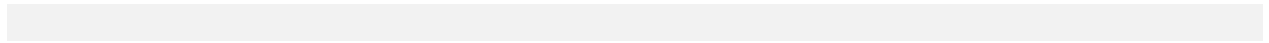
Return to:

Contact: Rebecca Garrett
Email: rgarrett@aidea.org
The Alaska Energy Authority
813 West Northern Lights Blvd.
Anchorage, AK 99503
Fax: (907) 771-3044
Phone: (907) 771-3000

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1.0 INTRODUCTION AND INSTRUCTIONS

1.1 Purpose

The Alaska Energy Authority (Authority) intends to award a total of \$3,320,000 in Grant funds to selected Grantees (Grantees) to improve the energy efficiency of public buildings and facilities in selected Alaska communities (Communities) through a program called the Village Energy Efficiency Program (VEEP). VEEP is a continuation and modification of a previous Authority program called the Village End Use Energy Efficiency Measures (VEUEM) program. The purpose of this Request for applications (RFA) is to identify a qualified service providers to assist the Communities. A list of Communities by region and funding level is included in section 1.12 below. The source of the grants is the American Recovery and Reinvestment Act (ARRA) through US Department of Energy's (US DOE's) State Energy Program (SEP)

Information specific to this RFA is available at <http://www.akenergyauthority.org/eecbg.html>.

Selected Grantees will be expected to:

- Comply with all Grant requirements, terms, and conditions;
- Contact the Communities within the regions the Grantee has been selected to serve;
- Enter into an agreement with each Community (Sample agreement form is provided as Appendix B);
- Determine the need for and/or conduct an energy audit or a needs assessment
- Develop and implement work plans;
- Conduct and coordinate procurement and shipping of materials;
- Work with the Communities to encourage the use and training of local labor;
- Provide for the installation of the identified energy efficiency measures (including lighting and controls, building envelope improvements, mechanical system improvements, energy conservation measures, and other electrical and heat energy saving equipment);
- Provide for reporting to the Authority and to the Communities.

1.2 Introduction

This request for applications (RFA) sets out the purpose, instructions, requirements, evaluative criteria, and other information on submitting an application to the Authority to participate in this program.

This RFA is organized as follows:

Section 1: Introduction and Instructions - describes program and procedural requirements for preparing and submitting an application.

Section 2: Project Requirements - describes the project requirements and expectations of Grantees.

Section 3: Application Format Requirements - describes the format and requirements for submitting an application.

Section 4: Application Evaluation Process and Criteria - describes the criteria that will be used to evaluate and rank recommended applications.

Section 5: Appendices - provides additional reference material to assist Grantees in understanding this program

1.3 Government Roles and Responsibilities

US DOE

US DOE has made funding available through the State Energy Program (SEP), with funding provided as part of the American Recovery and Reinvestment Act.

Alaska Housing Finance Corporation (AHFC)

AHFC is the recipient organization of Alaska's SEP funding, and provides the funding via Reimbursable Service Agreement (RSA) to the Alaska Energy Authority to administer for the Communities.

The Alaska Energy Authority

The Alaska Energy Authority is responsible for administering the implementation of the Village Energy Efficiency Program on behalf of US DOE through an RSA from the Alaska Housing Finance Corporation. The Authority's role is to disburse grant funds in accordance with the federal grant program.

Local Governments/Communities

The work being completed by Grantees under this program will be completed for local community and will require the grantee to coordinate all work with designated local city and/or tribal governments. The Community will assist the selected Grantee in selecting which buildings or facilities would be the highest priority in their Community and provide authorization to the Grantee for the work to be completed. The Community may also offer matching resources to this project in cash or in-kind contributions and provide force account workers as needed,

1.4 Related Programs

The Authority is concurrently seeking applications for a very similar program entitled Technical Assistance Grantees for Alaska Small Cities Energy Efficiency and Conservation Block Grants (EECBG). This program is also funded by ARRA, through US DOE, but through a different sub-program called EECBG. The funding will assist 55 city and borough governments with energy efficiency improvements to their public facilities. Grantees are encouraged to read about this program and consider submitting applications for both EECBG and VEEP. Both programs award work by geographic regions. The Authority may select the same Grantee to serve a geographic region for both programs to improve the efficiency of the services delivered. Additional information about the EECBG RFP may be found on the same Authority web site listed in 1.1 above.

1.5 Eligible Grantees

To be eligible for a grant the Grantee must:

- Have experience conducting energy audits and performing energy efficiency retrofits, including familiarity with updated best practices in: cold climate building

science, energy efficient equipment (such as lights and motors), and energy conservation techniques;

- Have demonstrated experience working in and with rural Alaskan communities on similar projects;
- Be appropriately licensed to do business in Alaska. The Grantee will be required to hold a General Contractor's License if conducting general contractor services, and ensure that work is being conducted by appropriately licensed and qualified contractors and individuals.
- Provide assistance to all the communities within a given region of the state as defined by this request for applications.

Grantees who do not meet these requirements will not be considered for Grant Award.

1.6 Submitting an Application

Grantees must submit their application by one of the following methods:

- Email to the address below; or
- Mail or hand-deliver one paper copy of the application to the address below.

rgarrett@aidea.org (Subject: VEEP)

Alaska Energy Authority
AEA-11-003 VEEP Application
813 West Northern Lights Blvd.
Anchorage, AK 99503

1.7 Application Deadline

All applications must be received by the Authority no later than 4:30 pm on August 12, 2010. The Grantee is solely responsible for complete and timely submission of an application. Failure to meet the deadline will result in the application being rejected without review.

1.8 RFA Project Web Page

Public information regarding project applications may be viewed on the Authority's EECBG web page at <http://www.akenergyauthority.org/eecbg.html>.

Throughout the application process, the following information and documents may be found on this web page:

- The RFA
- Application Forms
- RFA Appendices
- Standard Grant Terms and Conditions
- ARRA Grant Requirements
- FAQs - A summary of relevant questions received regarding the RFA and responses

- Clarifications and addenda to the RFA

1.9 Questions about the RFA

Proposers should carefully review all documents and visit the web page prior to contacting the VEEP Project Manager with questions. Any questions regarding the RFA or grant documents should be directed to:

VEEP Project Manager: Rebecca Garrett
 Alaska Energy Authority
 813 West Northern Lights Blvd.
 Anchorage, AK 99503
 Phone: (907) 771-3042
 Fax: (907) 771-3044
 Email: rgarrett@aidea.org

Questions that require clarification or interpretation of this RFA should be submitted in writing (letter or email) no later than **4:30 pm Thursday, August 5, 2010**.

The Project Manager may contact the proposer directly by phone or email to respond to non-material questions. The Project Manager will post the answer to material questions on the project web page.

1.10 Modifications of the RFA

Grantees may submit written requests for modifications to this RFA to the Project Manager no later than **4:30 pm Thursday, August 5, 2010**.

Acceptance or denial of the request is solely at the discretion of the Authority. If the Project Manager does not issue a written modification within 5 work days from submittal of the request, the request shall be considered denied.

Modifications to this request for applications may be issued at any time prior to the deadline for receipt of applications at the Authority's option. If modifications are issued within 10 days of the deadline for applications, the application deadline may be extended to allow time for Grantees to respond to any changes.

All modifications to this RFA will be in writing and posted on the project web page at <http://www.akenergyauthority.org/eecbg.html> and the Authority will provide email notice to those registered as described on the cover page of this RFA.

1.11 RFA and Project Schedule

Below is a tentative schedule of critical dates as it relates to this project and subsequent grant award. Changes may occur as required.

Task	Target Dates
Application Due Date	August 12, 2010
Complete Evaluation of Applications	August 20, 2010

Finalize Grant Awards	September 15, 2010
Begin Projects	September 15, 2010
Complete Work, Submit Final Invoice	March 15, 2012*
Final Report Due	March 30, 2012*

* The Authority has placed a request to extend the end date of these grants to September 2012, but at the time of publication of this RFA, no determination had been made.

Additional work may be requested by the Authority upon availability of additional grant funds for the areas which grants are awarded.

1.12 Grant Funding Program Limits

Work resulting from this RFA is subject to the availability of appropriations for the purpose of the grant. The Authority currently has \$3,320,000 available for this project from the US Department of Energy. Of that total \$2,700,000 is divided among 21 Communities based upon population as listed below. Additionally, \$620,000 will provide deeper funding for a more thorough whole village retrofit initiative in one (or possibly two) communities that will be chosen at a later date. This whole village retrofit project will coordinate with residential weatherization and energy efficiency projects and with AEA's Rural Power Systems Upgrades (RPSU) and power plant heat recovery programs to leverage these other funds to create a dramatic change to one (or possibly two) communities' energy consumption patterns. The service provider that is awarded the grant for the region in which the village(s) are chosen will receive these additional funds to manage.

Below is the list of Communities and grant amounts, grouped by geographic region.

<u>Community</u>	<u>Region</u>	<u>Grant Amount</u>
Beaver	Interior	\$75,000
Holy Cross	Interior	\$150,000
Koyukuk	Interior	\$75,000
Kaltag	Interior	\$150,000
Nikolai	Interior	\$75,000
Shageluk	Interior	\$100,000
Subtotal		\$625,000
Deering	Northwest	\$100,000
Kiana	Northwest	\$150,000
Shishmaref	Northwest	\$150,000
Teller	Northwest	\$150,000
Subtotal		\$550,000
Chignik Bay	Southwest/Aleutians	\$75,000
King Cove	Southwest/Aleutians	\$150,000
Kokhanok	Southwest/Aleutians	\$100,000
Manokotak	Southwest/Aleutians	\$150,000

Togiak	Southwest/Aleutians	\$150,000
Subtotal		\$625,000
Akiachak	West	\$150,000
Emmonak	West	\$150,000
Kipnuk	West	\$150,000
Kotlik	West	\$150,000
Newtok	West	\$150,000
Pilot Station	West	\$150,000
Subtotal		\$900,000
Subtotal of Community Funding		\$2,700,000
Whole Community Efficiency Project		\$620,000
Total		\$3,320,000

Grantees must take these limits into account when preparing their application. The Grantee will not be reimbursed for any project costs outside the scope of the grants or beyond the amount of grant funds available to complete the projects for each Community under this program.

1.13 Grantee Reimbursement

The Grantee will be responsible for accounting for all grant expenses in accordance with the terms of the grant. (see Appendix A) for a copy of sample grant terms and conditions.

Grantees are required to submit certified requests for reimbursements (see Appendix E) that document commitments and expenditures, and quarterly metrics reports (see Appendix F) and demonstrate meeting the program requirements identified in the grant. Grantees may request reimbursements as frequently as monthly and as infrequently as with each quarterly report. Quarterly reports are due the 15th day of September, December, March and June from initiation until a final report is issued and the grant is closed out.

Reimbursement to a Grantee under this program will be on a cost reimbursable basis.

No reimbursement shall be made until the request for reimbursement is certified and submitted by the Grantee and the request is approved and by the Authority.

The request for reimbursement forms must separately identify the expenses by Community for this program. These may be submitted in a single Excel file with a separate tab for each community.

If a Grantee also is a Service Provider under the EEBG program, the income and expenses of both programs must be tracked separately.

A Grantee is required to account for and document all expenditures of the grant and any actual resource contributions by the Community. All requests for reimbursement are subject to audit by the Authority.

1.14 Application Preparation Costs

The Authority shall not pay for any costs incurred by the Grantee to prepare and submit their application. No costs incurred by the Grantees in preparation of their application may be charged as an expense of performing work on behalf of the Grant.

1.15 Application Content Requirements

The application should include a narrative following the guidelines given in Section 3 and elsewhere in this document, and a budget form, provided in Appendix C.

1.16 Authorized Signature

Applications must be signed by an individual authorized to bind the Grantee to its provisions. The application will be considered valid for a minimum of 180 days. The application may be extended by the mutual agreement of the Authority and the Grantee.

1.17 Grantee's Certification

By signature on their application, Grantees certify that the individual signing the application has the authority to commit the Grantee to meet the requirements of any grant award and they will comply with: 1) all terms and conditions set out in this RFA, 2) the laws of the State of Alaska; and 3) the applicable portions of: a) the Federal Civil Rights Act of 1964, b) the Equal Employment Opportunity Act, c) the Americans with Disabilities Act (ADA), d) the American Recovery and Reinvestment Act, and the regulations issued thereunder by the federal government.

1.18 Correction, Modification or Withdrawal of Applications

An application may be corrected, modified or withdrawn by providing a written request from an authorized representative of the Grantee to the Project Manager before the time and date set for receipt of the applications.

After applications are opened, modifications may be allowed prior to completion of the evaluation process if the Authority determines that it is in the best interest of the program to allow modifications.

Grantees who may be recommended for grant awards may be requested to clarify, modify, or correct their application.

Grantees who fail to respond to requests for clarifications, modifications, or corrections to their application within a specified time period may have their application rejected.

1.17 Evaluation of Applications - General

All applications received will be reviewed and evaluated by a committee that will be made up of Authority employees or others as may be appropriate. The evaluation will be based on the evaluation factors set out in Section 4.0 of this RFA.

If an application is rejected the Grantee may submit a request for reconsideration to the Authority Executive Director. The request must be in writing and received by the Authority no more than 10 days after the Grantee has been given notice of the rejection.

1.18 Disclosure of Application Contents

Applications will be opened and evaluated in such a way as to avoid disclosure of contents to competing Grantees during the evaluation process and as necessary prior to notice of selection of Grantees.

All applications will be kept confidential until after the Authority makes a final decision regarding selection of Grantees.

The Authority will notify all Proposers of the evaluation outcome and post on its web site a list of selected Grantees for each region.

All applications and material submitted become the property of the Authority and may be returned only at the Authority's option. All applications submitted will be kept on file by the Authority for a minimum of two years.

1.19 Notice of Intent to Award a Grant

The Authority will post a Notification of Intent to Award grants on its website. Grantees selected for award may be required to update the scope, schedule, or budget of their application to reflect appropriate schedules and milestones to assure the grant is consistent with the funding requirements.

1.20 Grant Agreement

Grantees whose projects are selected for grant funding will be required to sign a Grant Agreement prepared by the Authority that contain the terms and conditions of the award. The Authority may modify its standard form grant agreement if necessary for this program or for particular projects.

1.21 Failure to Proceed

If a Grantee fails to execute the grant agreement within 30 days after receiving it from the authority, the authority may cancel the notice of intent to award the grant and may offer the grant money to another applicant or find other resources to assist the regions or communities.

2.0 Program Requirements

The Grantees under this project will have three primary areas of responsibility: coordination and project planning with the villages and communities, implementation of energy efficiency upgrades to include contracting and installation, and administration and reporting to the Authority.

2.1 Goals

The goal of this RFA is to identify qualified Grantee(s) that can provide technical assistance to communities to plan, implement and report on energy efficiency and conservation measures. The Grantee's role is to work with the community to identify and implement the best energy efficiency improvements. Depending upon the situation, most communities will require some level of energy audit service. In other communities, obvious energy efficiency measures can be found that will use all grant funds available. One goal of the program is to provide the greatest energy savings potential so that the community's future energy costs are lower.

The service Grantee will be responsible for furnishing and installing all energy efficiency equipment, including lighting, boilers, insulation, motors, pumps, wiring and other equipment related to energy efficiency measures.

2.2 Eligible Project Areas

All of the energy efficiency and conservation measures implemented must fall within the eligible project areas identified below:

2.2.1 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 2.2.2-to 2.2.4 below.

2.2.2 Energy Efficiency Measures in Public Buildings.

These include, but are not limited to:

- Efficiency improvements to the building thermal envelope
- Efficiency improvements to the building heating, air conditioning and/or ventilation system
- Efficiency improvements to building lighting systems and controls, both indoor and outdoor
- Efficiency improvements to the building's electrical load, including motors, pumps, water heaters, heat trace, control equipment (such as timers or occupancy sensors), exit signs, refrigeration, appliances, and other electric loads.

2.2.3 Energy Efficiency Measures to Other Public Facilities

Includes measures such as street or trail lighting, or other public infrastructure.

2.2.4 Energy Conservation Measures

Energy conservation measures are defined as energy reductions due to human behaviors. Eligible measures include establishing workplace energy efficiency policies, initiating workplace programs for employees regarding the conservation of energy, training, or other appropriate measures that reduce energy use through human behavior factors.

2.3 Task I Coordination and Planning

The Grantee will be required to perform all planning and coordination necessary to assure the projects are successfully completed. At a minimum this task is will include;

Coordination with Communities

- Contact all communities in the region(s) assigned to introduce your organization, to provide your contact information to them, and to give them an outline of your approach and the timing they can expect.
- Enter into signed agreements with all communities (see Appendix B).
- Determine the level and type of energy audit needed, or whether one is needed. The energy audit portion of the costs may not exceed 50 percent of the total grant spending per community, and at least 50 percent of the grant funds must support actual energy efficiency or energy conservation measures.
- Prioritize the efficiency measures to be implemented based upon your experience, the estimated payback period, the energy savings potential and the money savings potential.
 - Ensure that projects meet the conditions of eligible projects under this program.
 - Ensure that projects implemented are not solely maintenance projects. Projects may solve maintenance issues, but must also include a significant energy savings component.
 - If installation of LED lighting is a priority, please contact the Authority, as a group purchase of LED lamps may be possible across all regions.

2.4 Task II Implementation

The Grantee will be required to coordinate the completion the work with each Community. The work will include:

- Purchasing supplies and materials, preferably in conjunction with all the communities in the region to reduce purchasing and shipping costs.
- Providing or contracting with qualified individuals to complete the work, including Community or Tribal employees and local labor.
- Supervising the work to make sure it is properly completed and that funds are spent as proposed and as required by the grant agreement.
- Resolving any issues, claims or disputes with the community, contractors or suppliers regarding the work.
- Following up on warranty work or providing a means for the community to follow up with manufacturers or suppliers as appropriate.

2.5 Task III Reporting

At a minimum the Grantee will be required to keep the Authority informed of the status of projects on a quarterly basis, and provide a final report for each Community. This task is expected to include:

- Providing quarterly reports for each community served, including a financial report and project narrative, and an emailed digital metrics report, with a separate Excel tab for each Community served. The reporting forms to be used are provided as Appendix E and F, and are also located at www.akenergyauthority.org/eecbg.html.
- Submit a copy of any energy audit reports produced with the next Quarterly Report.
- For each building served, enter building energy use into EPA's Portfolio Manager at least quarterly, plus the previous years' energy utility data. Instructions and links are provided in the reporting section on the Authority's web site: www.akenergyauthority.org/eecbg.html. If a Grantees would like to propose a different methodology of gathering actual energy savings data, this may be proposed in your application.
- Providing a final report in electronic and hardcopy format by region, community, and building name. The final report will include photographs of installed work and pre-installation photos.

2.6 Other Terms and Conditions

1. Grantees are required to comply with all ARRA terms and conditions included as Appendix A to this RFA.
2. Site evaluations may be performed by an Authority staff member either by random selection, or identified through other means.
3. The Grantee must designate a project manager responsible for oversight of the project.
4. The Authority reserves the right to remove energy efficiency measures based on the benefit/cost savings ratio or other reasons.
5. Digital photographs of completed and installed upgrades are required. These may be submitted in the final report and/or in quarterly reports. Additionally, as possible, signed photo release forms are requested, for photos that include identifiable people. This form is available at the project web site: www.akenergyauthority.org/eecbg.html.
6. Grantees may contract portions of the project tasks. All Grantees are required to submit the names and addresses of known proposed subcontractors and the type and percentage of work they will be providing on this project. If the subcontractors are not known at the time of submitting their application the Grantee should discuss how it intends to obtain qualified labor resources for completing the work and what, if any level of local community labor it intends to use.
7. Grantees are encouraged to work with the Communities to hire local workers to assist in completing work.
8. The Grantee and its subcontractors are required to hold appropriate General Contractor's or other professional or specialty licenses as may be required by the State of Alaska, Department of Commerce to perform specific work required under this Grant.

3.0 APPLICATION FORMAT REQUIREMENTS

All applications must contain the following information and be presented in the format outlined in this section. Applications should focus on the requested information. Failure to follow this format for an application or failure to include complete information as requested may result in a lower score or disqualification of the application depending on the extent of the discrepancy.

Communities are grouped into regions to provide for possible economies of scale in performing work within a specific region. Applications should address which regions the Grantee is applying to serve. The regions must be specified on the Budget Form (Appendix C) as well.

3.1 Letter of Transmittal

The letter of transmittal must contain the complete name, address, and DUNS number of the organization submitting the application as well as the name, mailing address, telephone number and fax number of the contact person for the application. The letter must also include a statement confirming that the application will remain valid for at least ninety (90) days from the application receipt deadline. Grantees should provide an executive summary as to why their organization should be selected for this grant. The letter must be signed by an individual authorized to bind the Grantee to the provisions of the application.

3.2 Grantee Methodology & Resources

This section should discuss your methods and resources you will use to accomplish the services required. At a minimum it should include:

1. A brief discussion of your organization and resources. Include who will be the project manager and any proposed subcontracts or suppliers, and/or how you intend to find and select the resources you will use to complete the work under this grant. A more complete description of your organization will be provided under section 3.3 below.
2. Identify your proposed coordination efforts with the Communities including identifying which regions you are interested in serving, your organization's maximum capacity in terms of the maximum number of Regions or Communities you could serve, a description of the regions you are applying service and your means and methods for prioritizing the projects. It is acceptable for a Grantee to apply for more regions than they have the capacity to serve. Grantees will not be awarded more than their capacity, but may be awarded fewer regions than they applied for.
3. Explain how you propose to perform the work necessary to accomplish the project goals and the tasks described in Section 2 of this RFA. Include a description of how you propose to use Community labor and local labor where it may be available. If you feel the specific tasks described in Section 2 should be modified to accomplish the project goals, whether by adding tasks, removing tasks, changing tasks, or otherwise, please explain.

4. Discuss any suggestions you may have on how to maximize the funding available; include any proposed cost share, matching funds, or other leveraged fund opportunities.
5. Provide a work schedule with critical dates and proposed time frame for completing the tasks identified in your application.
6. Identify potential problems or requirements related to this project that you perceive may be encountered in performance of this project. Include administrative or legal concerns you may have with standard grant agreement language or specifications.
7. Provide any alternative suggestions that you believe could be helpful in meeting the objectives and goals of this RFA.

3.3 Organization and Personnel Qualifications & Experience

The application must include at least the following information about the organization and personnel:

1. Identify the project manager and key staff to be assigned to each component of the project and describe their responsibilities. Provide information on their training and experience. Include the resumes of all project staff.
2. List the most significant projects that have been performed by the organization in the last two years for services similar to the program requirements under Section 2. Include a minimum of three references, a description of services provided to the client, and the name and telephone number of the Project Manager.
3. Describe your experience working in each of the regions for which you are applying, including, your knowledge of the area, people and cultures of the region.
4. If one or more subcontractors are to be used, include a description of responsibilities and the qualifications and experience of the staff and the firms.
5. Provide documentation about the Grantee's financial capability. This documentation may be either in the form of a financial statement, or letters from the bank or bonding company. Similar information may be requested for any proposed subcontractors as well.

3.4 Cost

Grantees must include in their application a description of how they would allocate costs for the tasks outlined in the scope of work. In addition to this descriptive budget narrative, provide actual dollar allocations in the categories provided on the EECBG Service Grantee Budget Form.

Communities are established by region to provide for possible economies of scale in performing work within a specific region. Applications must address all communities within a region. The Communities and regions will be allocated funding in accordance with the schedule outlined in Section 2.12 above. If the allocation schedule cannot be followed for some reason, such as

Communities not using some or all of their grant funding, the Authority reserves the right to adjust the funding levels of the grants.

4.0 Application Evaluation Criteria and Process

4.1 Evaluation Process

4.1.1 Evaluation Committee

All applications that meet the minimum requirements will be reviewed and evaluated (scored) by a committee on the basis of the evaluation criteria set forth in this section. The Evaluation Committee will consist of at least three representatives of the Authority.

The Evaluation Committee may request outside assistance as needed during the evaluation process to review or provide recommendations of specific aspects of an application, such as review of financial plans or proposed building requirements.

4.1.2 Initial Review

All applications will be initially reviewed to see if they meet the minimum requirements of 1.5. Applications that do not demonstrate meeting these requirements will be rejected without further review.

4.1.3 Evaluation Guidelines

Applications will be opened and evaluated in a manner which avoids disclosure of the contents to competing Grantees during the evaluation process.

Evaluators may discuss factual knowledge of, and may investigate Grantees' and proposed subcontractors' prior work experience and performance, including projects referenced in applications, available written evaluations, listed references or other persons knowledgeable of a Grantee's and/or a subcontractor's past performance. Factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be addressed.

The decisions of the Evaluation Committee will be documented in writing.

4.1.4 Evaluation Committee Recommendations

The Evaluation Committee may recommend to the Executive Director a Grantee or Grantees for selection based on the initial review and evaluation of applications. They may reject all applications, or they may request additional information from Grantees.

Re-evaluation of applications after interviews or discussions will be conducted by the same Evaluation Committee using the same criteria and weights laid out in this section.

4.1.5 Review of the Evaluation Process

Upon completion of the evaluations, the Authority Grant Manager will review the evaluation process to assure procedures were followed in accordance with this RFA. This process may include reviewing score sheets, applications, discussions or any other materials presented to the Evaluation Committee. The Grant Manager may recommend that applications be reevaluated

prior to the Evaluation Committee making a final recommendation to award if he has reason to suspect an error was committed during the evaluation process.

4.1.6 Recommendation to the Executive Director

Upon completion of the review by the Grant Manager, the Evaluation Committee will provide a summary of the evaluation process with a recommendation to the Executive Director. The recommendation may be to proceed with negotiations and award to the highest ranked Grantee(s), to request “best and final” applications based on a modification of the requirements, or to recommend no award.

The Executive Director may approve or reject the evaluation committee’s recommendation as proposed, or approve or reject the recommendations with additional terms or conditions.

4.2 Evaluation Criteria

4.2.1 10 points Understanding the Problem

Grantees are required to show a clear understanding of the project and its goals. At a minimum this section may be evaluated against the following questions:

Does the Grantee demonstrate understanding of the project and ARRA requirements? Does the Grantee demonstrate understanding of how to maximize value to the Communities? Has the Grantee discussed any possible problems that may arise during performance of the project and provided solutions?

4.2.2 35 points Methodology

At a minimum this section may be evaluated against the following questions:

Does the Grantee’s work plan address all objectives and tasks identified in the RFA? Has the Grantee proposed a methodology that would provide the highest possible reduction in energy use while meeting the concerns of the communities? Does the proposed process include involvement with appropriate communities’ contacts, contractors, and suppliers? Does the Grantee provide for adequate support in terms of personnel and time? Are the persons with appropriate experience and qualifications working on this project on appropriately assigned tasks? Does the application identify personnel for the implementation phase, and do they have the necessary qualifications and experience? If not, does the Grantee identify how it will acquire qualified personal for the implementation phase and minimum requirements or expectations for those individuals? To what degree are key personnel committed to the project? Is the approach proposed technically and economically sound? Is the project budget reasonable based on what is proposed to be accomplished? Are the expectations the Grantee have for the Authority, the Project Manager, and the communities involved in this process reasonable? To what extent does the Grantee propose to use local labor?

4.2.3 35 points Qualifications and Experience of Firm and Personnel

Grantees must demonstrate previous experience working in rural Alaska, working on similar projects, and must provide references. At a minimum qualifications and experience may be evaluated against the following questions:

Does the Grantee have adequate demonstrated experience in managing similar projects? Does the Grantee have experience in developing and implementing similar projects in rural Alaskan Communities? Are there appropriately qualified individuals and subcontractors in key positions? Has the Grantee demonstrated they and their subcontractors are, or will be, appropriately licensed to do any work that may be required? What level of similar experience has been documented? Does the project manager have the necessary qualifications and experience? Does the Grantee have any experience with ARRA projects and reporting requirements? What is the Grantee's record for timeliness, being within budget, developing creative solutions to similar projects, success in previous projects? How does the Grantee's experience and qualifications compare with the others? Do the examples provided document the quality of expertise and experience needed to successfully complete the grant? Are the examples from previous projects complete and relevant? Are the references positive; if not, are there adequate explanations or extenuating circumstances that should be considered? Are the personnel who are proposed to work on this job the same persons who worked on similar jobs for the firm? Are resumes complete?

4.2.4 20 points Cost

At a minimum this section will be evaluated against the following questions:

Does the applicant understand the ratios required by the grant for certain types of work and does their proposal demonstrate an ability to complete the work following those ratios? Are the time commitments and pay rates for key personnel reasonable to accomplish the objectives of the project? Are projected costs well justified? What is the percentage of indirect costs for the project as compared to the amount available for direct costs and specifically for energy efficiency and conservation measures that are proposed? Is there an efficient approach to minimize travel costs while ensuring quality performance? How do applications compare to each other? Has the Grantee demonstrated any reasonable methods for reducing costs or providing funding from additional sources? Are there reasonable suggestions for minimizing costs?

5.0 Appendices

The following appendices are provided at www.akenergyauthority.org/eecbg.html

- APPENDIX A Sample Grant Agreement between Grantee and AEA
- APPENDIX B Agreement between Community and Grantee
- APPENDIX C Budget Form
- APPENDIX D [Sample Building Energy Policy](#)
- APPENDIX E [Financial Report and Request for Reimbursement Form](#)
- APPENDIX F [Quarterly Metrics Report Form](#)