

REQUEST FOR APPLICATIONS (RFA)



Energy Codes Training

**Alabama Department of Economic and Community Affairs
(ADECA) Energy Division**

State Energy Program

Issue Date: June 18, 2019

Application Due Date: August 16, 2019

ENERGY CODES TRAINING STATE ENERGY PROGRAM

Eligible Applicants

Eligible applicants include non-profit organizations, colleges, and universities.

Submission Information

All applications must be received no later than **12:00 p.m., August 16, 2019** via email at the following address:

sep@adeca.alabama.gov

A confirmation of receipt will be emailed after submittal. Applicants are strongly encouraged to submit electronic applications in advance of the deadline. Grant Applications submitted after the deadline due to technical difficulties will not be considered.

Late and Incomplete Applications

Applications submitted after the due date will not be considered. The Energy Division reserves the right to reject any incomplete applications without review.

Questions

Questions pertaining to this RFA may be submitted in writing by email to sep@adeca.alabama.gov.

Please keep a complete copy of your Grant Application and any attachments for your record.

This RFA does not indicate acceptance or approval of any application in response to this request. No grant or contract payment can be made until a grant agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement has been received. All grant awards are contingent upon state receipt of federal funds awarded.

TABLE OF CONTENTS

| | |
|---|-----------|
| PART I – FUNDING OPPORTUNITY DESCRIPTION | 3 |
| A. SUMMARY | 3 |
| B. STATE ENERGY PROGRAM PROJECT GOALS | 3 |
| PART II – AWARD INFORMATION | 5 |
| A. ESTIMATED FUNDING..... | 5 |
| B. PERIOD OF PERFORMANCE..... | 5 |
| C. METHOD OF PAYMENT | 5 |
| D. PROHIBITED EXPENDITURES | 5 |
| E. MATCHING FUNDS..... | 5 |
| PART III – APPLICATION CONTENTS | 6 |
| A. LETTER OF TRANSMITTAL..... | 6 |
| B. APPLICATION NARRATIVE..... | 6 |
| C. GRANT APPLICATION FORM | 7 |
| PART IV – APPLICATION EVALUATION | 8 |
| PART V – AWARD ADMINISTRATION INFORMATION FOR SELECTED APPLICANTS..... | 9 |
| A. INVOICES..... | 9 |
| B. QUARTERLY PROGRESS REPORTS | 9 |
| C. FINAL REPORT | 9 |
| D. OTHER REQUIREMENTS | 10 |
| E. PROCUREMENT | 11 |
| F. RIGHT TO REJECT | 11 |
| PART VI – CHECKLIST & FINAL NOTES..... | 12 |

PART I – FUNDING OPPORTUNITY DESCRIPTION

A. Summary

The Alabama Department of Economic and Community Affairs (ADECA) - Energy Division manages the State Energy Program (SEP) for Alabama by the authority of the U.S. Department of Energy (DOE). Each year the Energy Division develops and implements an energy efficiency plan that will reduce projected energy consumption in Alabama.

Projects under this RFA will be funded, in whole or in part, with funds appropriated by the SEP. The SEP is a formula grant used to promote the conservation of energy, to reduce the rate of growth of energy demand, and to reduce dependence on imported oil through the development and implementation of a comprehensive State Energy Program and the provision of federal financial and technical assistance to states in support of such program. Accordingly, special consideration will be given to projects that promote and enhance the objectives of the SEP.

The Energy Division is soliciting applications from qualified organizations to provide training on the statewide commercial and residential energy codes. The primary goal of the project will be to develop and provide training activities and resources as well as technical assistance targeted toward code officials, building inspectors, engineers, architects, and residential and commercial builders and subcontractors, or other audiences as appropriate. Training will be based on the energy requirements of the version of the Alabama Energy and Residential Code (AERC) that is in effect at the time, and may include classroom training, webinars, online resources, or other types of training as appropriate and approved. Resource development may include online training modules, manuals, references, or other resources as appropriate and approved. All trainings should be approved for various appropriate Continuing Education Units (CEUs), including International Code Council (ICC) credits.

Training and resources should address several areas and can range from broadly encompassing the AERC as a whole to detail level training on specific aspects of the codes. A variety of methods could be effective in accomplishing this, including onsite field training sessions, classroom trainings, and webinars.

Some trainings which provide CEUs should be planned for the following topics: residential building and energy codes, commercial energy codes, COMCheck/the Alabama Residential Energy Code Compliance Calculator, and others as needed. For classroom training it is important to have designers, builders, subcontractors and code officials present during the same training to allow for interaction between different disciplines.

All training applications should include a structure for collecting and addressing evaluations from attendees, and a sample or detailed description of suggested course content.

B. State Energy Program Project Goals

The mission of the State Energy Program is to provide leadership to maximize the benefits of energy efficiency and renewable energy through communications and outreach activities, technology deployment, and accessing new partnerships and resources.

The goals established for the SEP are:

1. Increase energy efficiency to reduce energy costs and consumption for consumers, businesses, and government.
2. Reduce reliance on imported energy.
3. Improve the reliability of electricity and fuel supply and the delivery of energy services.
4. Reduce the impacts of energy production and use on the environment.

Applications submitted in response to this solicitation should, to the maximum extent feasible, incorporate the goals of the SEP. At least one of the above goals should be addressed and briefly discussed as it relates to proposed activities. Applications should be developed with thoughtful consideration being given to the applicable quarterly and annual reporting requirements contained in Part V.

PART II – AWARD INFORMATION

A. Estimated Funding

Approximately \$25,000 is available for energy codes training and technical assistance. The Energy Division expects to make one (1) award of \$25,000.

B. Period of Performance

The Energy Division anticipates awarding grants to begin October 1, 2019 and to terminate no later than September 30, 2020, for an amount not to exceed the amount requested by the Applicant or that which is negotiated between the selected Applicant and the Energy Division.

C. Method of Payment

Subrecipients will be paid on an advance payment basis provided that they maintain a cash management plan, demonstrate the willingness and ability to maintain both written procedures to minimize the transfer of funds and their disbursement, and financial management systems that meet the standards for fund control and accountability in accordance with 2 CFR Part 200.302 and 2 CFR Part 200.305. Subrecipients may also elect to be paid through reimbursement. Based on a risk assessment conducted by ADECA, all subrecipients will be assigned a risk score. Those subrecipients with higher scores may be required to follow different payment procedures. Those Subrecipients considered high risk may be placed on reimbursement only status.

All Subrecipients must register in the State of Alabama Accounting and Resource System (STAARS) Vendor Self Service (VSS) portal in order to receive payment. Subrecipients can elect to be paid via Electronic Funds Transfer (EFT) or paper check when registering.

D. Prohibited Expenditures

State Energy Program Regulation 10 CFR Part 420 does not allow expenditures or matching funds for the following:

- For construction, such as construction of mass transit systems and exclusive bus lanes, or for construction 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; or
- To conduct or purchase equipment to conduct research, development, or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available.

E. Matching Funds

A 20% match is required for grants made with SEP funds and may be provided through cash and/or in-kind services. For example, if the maximum award amount of \$25,000 is requested, a minimum match amount of \$5,000 (20% of \$25,000) is required.

PART III – APPLICATION CONTENTS

Each application submitted must contain an electronic copy of the following documents:

A. Letter of Transmittal

The letter of transmittal must include the following:

1. A brief statement of the work to be performed
2. A statement assuring that the person signing the letter is authorized to bind the offer presented in the letter and accompanying application
3. A statement committing the applicant to provide at least a 20% match
4. The requested SEP award amount
5. The proposed dollar amount to be provided as match
6. The total cost of the project (award amount + match amount)
7. The proposed match type (cash or services)

B. Application Narrative

The application should not exceed ten (10) pages in length. Attachments/forms are not a part of the 10-page limit. Be as concise and direct as possible by addressing key issues and information. The applicant shall submit a written narrative outlining each of the following:

1. Cover Page

Title of project, name of applicant's organization, local address, telephone number, email address, name of contact person(s), and date submitted.

2. Project Strategy / Scope of Work

Provide a detailed description of the proposed project and methodology chosen to achieve the goals of the project. Discuss how the project will be implemented and procedures will be developed. Discuss methods for engaging stakeholders/training targets and details on the process for development of the Energy Codes Training. Provide clearly defined, quantifiable and measurable task elements, with clearly stated goals and objectives.

3. Task Statement and Timeline

Outline major tasks and services to be provided. Include a timeline for task completion.

4. Applicant's Background and Experience

Give a brief description of the qualifications and experience of each staff member assigned to this project and briefly describe similar projects which your organization has developed and implemented.

C. Grant Application Form

One Grant Application Form should be submitted per applicant. The Grant Application Form includes the following sections and must be completed in full:

Section A: Grant Applicant Information

Section B: Project Budget

Section C: Risk Assessment

All fields on each line item **must be completed** to be considered. This RFA, the SEP Grant Application Form, and the SEP Grant Applications Frequently Asked Questions can be found on ADECA's website at

<http://adeca.alabama.gov/Divisions/energy/Pages/StateEnergyProgram.aspx>.

PART IV – APPLICATION EVALUATION
Applications shall be evaluated on the following criteria

SEP Grant Application Review Sheet

Category: **Energy Codes Training** Reviewer: _____
 Applicant: _____ Date: _____
 Requested Award Amount: \$ _____ Proposed Match Amount: \$ _____

| Requirements | | | Notes |
|--|----------------------------|----------------------------|--------------|
| Transmittal Letter is provided and signed by an authorized official | Y <input type="checkbox"/> | N <input type="checkbox"/> | |
| Application Narrative is provided and all required sections included | Y <input type="checkbox"/> | N <input type="checkbox"/> | |
| Grant Application Form Sections A through D are submitted | Y <input type="checkbox"/> | N <input type="checkbox"/> | |
| Award amount requested is \$25,000 or less | Y <input type="checkbox"/> | N <input type="checkbox"/> | |
| Proposed match meets or exceeds the 20% required | Y <input type="checkbox"/> | N <input type="checkbox"/> | |

| Section B: Project Budget (25 possible points) | | | Points | Score |
|---|----------------------------|----------------------------|---------------|--------------|
| Expenses are included in the appropriate budget categories and are reasonable | Y <input type="checkbox"/> | N <input type="checkbox"/> | 20 | |
| Leveraging above the 20% match requirement (<i>round to the nearest whole number</i>) | 1% = 1 pt. | | 5 | |

| Section C: Risk Assessment (15 possible points) | | | Points | Score |
|--|---------------------|-------------------------------------|---------------------|--------------|
| <i>Risk Assessment Score</i> | <i>Score</i> | <i>Risk Assessment Score</i> | <i>Score</i> | 15 |
| Excellent 0 – 5 points | 15 | Moderate Risk 16 - 20 points | 6 | |
| Good Standing 6 - 10 points | 12 | High Risk ≥ 21 points | 3 | |
| Average Risk 11 - 15 points | 9 | Not submitted | 0 | |

| Section D: Project Detail and Energy Savings (60 possible points) | | | Points | Score |
|---|----------------------------|----------------------------|---------------|--------------|
| Extent to which the project incorporates at least one of the SEP goals listed in Part I: Section B | Y <input type="checkbox"/> | N <input type="checkbox"/> | 10 | |
| Qualifications and experience of applicant in proposed project and experience conducting similar training programs, knowledge of energy codes, or previous performance implementing prior grants with the Energy Division | Y <input type="checkbox"/> | N <input type="checkbox"/> | 10 | |
| Types and number of trainings and resources to be developed (<i>i.e., classroom, webinar, COMCheck/AERC Calculator, in-field, etc</i>) | Y <input type="checkbox"/> | N <input type="checkbox"/> | 10 | |
| How well trainings and resources meet the needs of the construction and inspection community | Y <input type="checkbox"/> | N <input type="checkbox"/> | 10 | |
| Plan to offer technical assistance and CEUs | Y <input type="checkbox"/> | N <input type="checkbox"/> | 10 | |
| Plan to market and promote the trainings and resources, as well as track and respond to evaluations | Y <input type="checkbox"/> | N <input type="checkbox"/> | 10 | |

Total Points: 100

NOTES:

The Energy Division has the right to reject incomplete applications without review
 Criteria evaluated with a "Y" will be allotted a score ranging from 1 to the maximum points indicated

PART V – AWARD ADMINISTRATION INFORMATION FOR SELECTED APPLICANTS

A. Invoices

In addition to standard management and financial reporting requirements, grant recipients will be required to submit applicable supporting documentation including but not limited to contractor invoices and proof of payment. The Energy Division will provide additional information on invoice requirements for applicants selected for funding.

B. Quarterly Progress Reports

The Energy Division will provide additional information on reporting requirements once grant awards are made. In addition to standard management and financial reporting requirements, grant recipients will be required to submit data collected on the proposed project in quarterly program status reports including but not limited to the following information:

Technical Assistance

- Number of contacts in which energy efficiency or renewable energy measures were recommended, by sector

Workshops, Training, and Education

- Number and type of workshops, training, and education sessions held
- Number of people attending workshops, training, and education sessions
- Number of people contacted via webinar, direct mail, or other marketing/outreach efforts

Jobs

- Hours worked through SEP Funds

C. Final Report

The following information will be required in a final report as appropriate and applicable to the proposed project:

Energy Cost Savings

- Dollars Saved

Energy Savings

- Annual reduction in natural gas consumption (mmcf)
- Annual reduction in electricity consumption (MWh)
- Annual reduction in electricity demand (MW)
- Annual reduction in fuel oil consumption (gallons)
- Annual reduction in propane consumption (gallons)
- Annual reduction in gasoline and diesel fuel consumption (gallons)

Emissions Reductions

- Amount of green house gases reduced (CO2 equivalents)
- Amount of criteria air pollutants reduced (tons)

D. Other Requirements

Applicants chosen for award under this solicitation will be required to submit the following upon notification of selection:

Assurance of Compliance – Nondiscrimination in Federally Assisted Programs A declaration that the applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the applicant receives Federal assistance from the U.S. Department of Energy.

Certifications This form certifies matters regarding lobbying, debarment, suspension, and other responsibility matters including a drug-free workplace.

Standard Form - LLL Disclosure of Lobbying Activities If applicable, complete Standard Form – LLL (SF-LLL). Applicability: If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit SF-LLL "Disclosure Form to Report Lobbying."

State of Alabama – Disclosure Statement Alabama Act 2001-955 requires the Vendor Disclosure Statement be completed and filed with all proposals, bids, contracts, and grant proposals to the State of Alabama in excess of \$5,000. This form is not applicable to public K-12 school systems and local governments.

Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act and E-Verify MOU The Beason-Hammon Alabama Taxpayer and Citizen Protection Act; Code of Alabama, Section 31-13, imposes conditions that apply to contracts, grants, or incentives by the state, any political subdivision of the state or any state-funded entity where the co-party is a "business entity or employer." This act will require selected applicants to submit a completed copy of the E-Verify Memorandum of Understanding (MOU) which is generated when the business entity or employer enrolls in that program bearing the number assigned to that MOU by Homeland Security at <https://verify.alabama.gov>.

The following clause will be included in the agreement with the selected applicants: "By signing this contract, grant, or other agreement, the parties affirm for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."

Local governments, state agencies, state universities, two-year colleges, or instrumentalities of the State are not required to submit an Immigration Compliance form or E-Verify MOU.

Selected applications must submit all documentation required by the following to the Energy Division **prior to installation.**

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

All projects receiving financial assistance from DOE will be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. Most projects under this solicitation will be categorically excluded from environmental assessment. The Energy Division will notify you in the event your project will require a full environmental assessment. Applications should include a discussion of anticipated environmental impacts as described online at https://www.eere-pmc.energy.gov/NEPA_Act.aspx .

NATIONAL HISTORIC PRESERVATION ACT (NHPA)

All projects receiving financial assistance under this solicitation must obtain written approval from the Alabama Historical Commission (AHC). Please visit the Alabama Historical Commission website at the following link: <http://preserveala.org/106program.aspx> for more information on NHPA Section 106 requirements. If a facility is over 50 years of age and you have any questions regarding the possible exemption of planned retrofits, please contact the ADECA Energy Division.

SAM.GOV REGISTRATION

All grant award recipients are required to maintain an active registration in the System for Award Management (SAM) at <https://www.sam.gov> for the duration of the award. Please note that SAM.gov now requires the submission of a notarized letter appointing the authorized Entity Administrator for both new and existing entities.

OTHER APPLICABLE PROGRAM REGULATIONS

All awarded grants are subject to the applicable program regulations, including 10 CFR Part 420 – State Energy Program and the Financial Assistance Regulations, 2 CFR part 200 as amended by 2 CFR part 910.

E. Procurement

All projects receiving financial assistance must follow proper procedures as stated in 2 CFR Parts 200 and 910, applicable subparts or appendices, and the Alabama Competitive Bid and Public Works Laws. In addition, all contractors must utilize best commercial practices in obtaining subcontractors.

F. Right to Reject

The Energy Division reserves the right to reject any and all applications submitted and to request additional information from all applicants. The Energy Division reserves the right to award a grant on an "all or none" basis or to award a separate grant or no grant for each work element. Any grant award will be made to the organization which, in the opinion of the Energy Division, is determined to be the best qualified and whose application best meets the objectives of the Energy Division. The Energy Division reserves the right to negotiate with any applicant(s). The Energy Division reserves the right to reallocate funding for subject areas as deemed necessary. All grant awards are subject to state receipt of federal funds awarded.

PART VI – CHECKLIST & FINAL NOTES

| CHECKLIST: |
|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Letter of Transmittal – Signed and on letterhead<ul style="list-style-type: none"><input type="checkbox"/> Brief statement of the work to be performed<input type="checkbox"/> Authorization statement<input type="checkbox"/> 20 percent match commitment statement<input type="checkbox"/> The requested award amount<input type="checkbox"/> Proposed dollar amount to be provided as match<input type="checkbox"/> The total cost of the project (award amount + match amount)<input type="checkbox"/> Proposed match type (cash or services) |
| <ul style="list-style-type: none"><input type="checkbox"/> Application Narrative<ul style="list-style-type: none"><input type="checkbox"/> Cover Page<input type="checkbox"/> Project Strategy / Scope of Work<input type="checkbox"/> Task Statement and Timeline<input type="checkbox"/> Background and Experience |
| <ul style="list-style-type: none"><input type="checkbox"/> Grant Application Form<ul style="list-style-type: none"><input type="checkbox"/> Section A: Grant Applicant Information<input type="checkbox"/> Section B: Project Budget<input type="checkbox"/> Section C: Risk Assessment |

FINAL NOTES:

- ✓ Your submitted application must consist of an electronic copy of all required documents.
- ✓ All applications must be received no later than **12:00 p.m., August 16, 2019.**
- ✓ All information should be for the eligible party requesting to receive the award, not for a third party assisting with the application process.