

**Energize Delaware Empowerment Program:
A Project of the Delmarva Low Income Settlement Fund**

**LARGE-SCALE
ENERGY EFFICIENCY PROGRAM**



**GRANT PROGRAM APPLICATION
GUIDANCE DOCUMENT**

Issue Date: January 28, 2020

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SECTION I: FUNDING OPPORTUNITY DESCRIPTION

A: PROGRAM DESCRIPTION

1. PURPOSE

On June 2, 2015 and November 1, 2016, the Delaware Public Service Commission (PSC) adopted orders approving the merger of Delmarva Power & Light and Exelon Corporation (“Delmarva”) and the Amended Settlement Agreement (PSC Docket No. 14-193). Provisions resulting from the Amended Settlement Agreement (Settlement) allocated funds to a low-income customer energy efficiency program for Delmarva Power customers. On June 19, 2019 after a competitive proposal process, the Delaware Sustainable Energy Utility, Inc. (DBA Energize Delaware) was notified by Exelon that it was awarded the contract for the Delmarva Power & Light Low-Income funds as the grant manager. Energize Delaware is the one-stop shop for energy efficiency programs in the state and is proud to have the opportunity to administrate this important program. With direct guidance from the Delaware Energy Efficiency Advisory Committee and its Low-Income Working Group, Energize Delaware will manage and distribute all low-income settlement funds through a grant-making process that serves two distinct energy efficiency programs including a large-scale low-income energy efficiency grant program(s) as well as a small-scale community-based low-income energy efficiency grant program(s). To accomplish this goal the Energize Delaware Empower Program has been created to implement a competitive grant program.

These funds are being provided to support capable organizations in delivering energy efficiency programs to low-income ratepayers located in Delmarva’s Delaware electric and gas service territory.

Applicant(s) receiving a grant award will accomplish one or more of the following in the Delmarva Power Service Area (Link here to Territory Map): <http://arcg.is/C89WD>

- Increase the energy efficiency of low-income Delaware households that contribute to statewide electric and gas savings.
- Engage with and inform low-income Delaware households about the benefits of efficiency and strategies available to them to achieve it.
- Develop a comprehensive community-based approach to address energy efficiency issues in low-income housing by mobilizing public and private sector resources, including grassroots, community-based, non-profit, and faith-based organizations.
- Ensure to the greatest extent feasible that job training, employment, contracting, and other economic opportunities generated by this grant will be directed to low-income persons in Delmarva’s service area

This guidance document supports the large-scale low-income energy efficiency program only. The large-scale energy efficiency grant program may be structured to replicate low-income

energy efficiency programs established around the country. Organizations that have the experience, capacity and resources in place to stand up a large-scale energy efficiency program are encouraged to apply.

B: AUTHORITY

These Low-Income Energy Efficiency Program grant funds have been authorized by the Delaware Public Service Commission (PSC Docket No. 14-193). All grant applications will be coordinated by the Empowerment Program and reviewed by the Low-Income Energy Efficiency Settlement Grant Fund Review Committee (“Review Committee”) which includes representation from the Delaware Energy Efficiency Advisory Committee. Applicants should not contact directly members of the Review Committee to discuss applications, such communication may cause applications to be disqualified.

SECTION II: AWARD INFORMATION

A: AVAILABLE FUNDS

The Empowerment Program Fund has been awarded \$4 million. It is envisioned that half will be dedicated to the community scale programs and half to the large-scale programs, these ratios may vary depending on demand for each program. The initial amount of funds available for the large-scale programs in its first offering is \$1 million. The maximum available monies for an award amount of the Low-Income Energy Efficiency Program funds is not to exceed \$1 million. The minimum award amount is to be no less than \$100,000.

B: PERIOD OF PERFORMANCE

- Estimated Program End Date: Upon allocation of all allotted funds
- Length of Project Periods: Up to a 36-month total project period with annual budget periods.
- Projected Due Date: Currently not accepting.

C: ELIGIBLE APPLICANTS, BENEFICIARIES, AND ACTIVITIES

Eligible applicants include Delaware-based for-profit companies with a valid State of Delaware business license, non-profit organizations, and local governments.

Eligible beneficiaries include:

- Low income individuals or households who live within Delmarva’s Delaware Service Area. (See table below for 2020 program year).
- Individuals or households within Delmarva’s Delaware Service Area who reside in a target area where evidence shows that more than 50% of the residents are low income.
- Individuals or households within Delmarva’s Delaware Service Area who reside in one of the prescribed census blocks where census data shows that more than 50% of the residents are Low Income.

Low Income Households are those that are 60% or less of the state median household income or 200% of the Federal Poverty Guidelines, whichever is greater.

The below table is already calculated with the appropriate income level to use for 2020. Yearly updates for this chart will be provided.

Household size	Income
1	\$26,613
2	\$38,725
3	\$47,836
4	\$56,948
5	\$66,060
6	\$75,171
7	\$78,020
8	\$86,860
9	\$95,700
10	\$104,540
11	\$113,380
12	\$122,220

Eligible activities include any activities either tangible or non-tangible that can be shown to save electric or natural gas energy. Renewable energy projects are not eligible. Delmarva “Gas Only” customers will only be eligible for program where the principal savings are targeted for natural gas.

SECTION III: APPLICATION AND SUBMISSION INFORMATION

A: CONTENT OF APPLICATION

All submitted applications should contain the application components listed below. Further detail about rating criteria and specific expectations for each application section are provided in Section IV of this Guidance document. The RFP guidelines, service area and other resources about the grant are available on the Empower Grant Website-<https://empowergrantde.wordpress.com/>

- **Grant Title Page**
Download form, print and add to the front of the RFP.
- **Cover Letter**
Signed by a person of authority attesting to a commitment to move forward with the grant if selected and that all information included in the grant application is true.
- **Narrative Response**
For the narrative, applicants should use the guidance in Section B “Information to be included with each rating criteria” for rating criteria #1, #2, #3, #5 and bonus description and provide a response that addresses each. Divide the narrative into sections for each criterion. Evaluators can only make decisions about an applicant’s capabilities based on the information provided in the application, so the responding applicant should be detailed in their grant application responses. The narrative must be:
 - **A maximum of 30 numbered pages (excluding cover letter, TOC, appendices)**
 - **Letter sized paper, 8-1/2 x 11 inches**
 - **12-point (minimum) Times New Roman font**
 - **1.15 line spacing**
 - **At least 1-inch margins on all sides**
- **Budget Worksheet and Budget Narrative (Rating Criteria #4)**
 - The Budget narrative will be no more than 10 numbered pages and be of the same size, font, spacing, and margins as the Narrative.
 - For the first section of Criterion #4 include the completed Budget Worksheet in a PDF file and submit it separately as an Excel spreadsheet. A blank excel spreadsheet template will be made available with the application.
 - In the second section of Criterion #4 include the budget narrative using Section B-4 guidance. A concise narrative for each budget line item in the worksheet will help the evaluators understand rationale for each proposed budget item and the assumptions behind it.
 - For the third section of Criterion #4 describe the *Energy Efficiency Incentives Strategy* as suggested in Section 4-C below.
- **Appendices – Include** supplemental application materials such as résumés and match commitment letters. These attachments should directly reference and support the specific

rating factor narrative to which they pertain. Please submit no more than 10 pages of Appendices

The information required to be submitted in response to this Guidance has been determined by the Review Committee to be essential for use by the Review Committee in the grant application evaluation and award process.

B: APPLICATION SUBMISSION DATES, TIMES, AND PROCESS

1. GRANT APPLICATION DUE DATE

Grant applications are currently closed.

2. GRANT APPLICATION DELIVERY METHOD

All grant applications must be submitted electronically via the [Empowerment Online Grant Management System](#) and must respond to the items outlined in this Guidance document. Another way to get to this Online System is by visiting the “Grant Opportunities” page on the Empowerment Grant website. If any assistance is needed during the application process, email [Kassandra Rodriguez](mailto:Kassandra.Rodriguez@EmpowerGrantDE.org), Assistant Grant Manager at Kassandra.Rodriguez@EmpowerGrantDE.org.

3. GRANT APPLICATION MODIFICATIONS

Any changes, amendments or modifications to an application must be made in writing, submitted in the same manner as the original response, and conspicuously labeled as a change, amendment or modification to a previously submitted application. Changes, amendments or modifications to applications shall not be accepted or considered after the hour and date specified as the deadline for submission of grant applications.

4. GRANT APPLICATION OPENING

The contents of any proposal received by the Empowerment Grant Manager or Empowerment Grant Review Committee shall not be publicly disclosed or made available to competing entities during the proposal review and negotiation process.

5. CONFLICT OF INTEREST

A conflict of interest or the appearance of a conflict of interest may occur if you are directly or indirectly involved with an organization that has submitted a proposal for evaluation and you are a member of the Empower Grant Review Committee, EEAC, or the EEAC Low Income Working Group. All applicants that participate in the EEAC or the EEAC Low-Income Working Group must inform the Empowerment Program Grant Manager of any potential conflicts of interest prior to submitting the proposal. Any applicant that sits on the EEAC or the EEAC Low-Income Working Group must recuse themselves from participating in any part of the application evaluation process. Examples of potential biasing affiliations or relations are listed below:

- You are affiliated with a bidding company or institution. For example, a conflict may exist when you:
 - are employed by or are being considered for employment with the company or institution submitting any bid or hold a leadership, consulting, advisory, or other similar position with said company or institution;
 - hold any current membership on a committee, board, or similar position with the company or institution;
 - hold ownership of the company or institution, securities, or other evidences of debt;
- You have a relationship with someone who has a personal interest in the proposal. This includes any affiliation or relationship by marriage or through family membership, any business or professional partnership, close personal friendship, or any other relationship that you think might tend to affect your objectivity or judgment or may give an appearance of impropriety to someone viewing it from outside the relationship.

SECTION IV: APPLICATION REVIEW INFORMATION

Application Review – This section describes the application review and rating process and the review that will be used by the Empowerment Program Staff and the Review Committee to select qualified grant awardees. Applicants shall follow all instructions contained in this Guidance in order to be considered for an award.

The Empowerment Program Staff and the Review Committee reserves the right to:

- Select for grant award an application other than that with lowest costs;
- Reject any and all grant applications or portions of grant applications received in response to this Guidance or to make no award or issue a new Guidance;
- Accept applications in-part;
- Request modification to grant applications from any applicants during the grant process;
- Negotiate any aspect of the grant application with any grant applicant and negotiate with more than one grant applicant at the same time.

A: REVIEW AND SELECTION PROCESS

1. RATING

All grant applications shall be evaluated using the same criteria and scoring process. All applications will be first reviewed by the Empowerment Staff for completeness.

After reviewing the application and comments from the Empowerment Staff, the Review Committee shall review each proposal and assign a score for each pre-determined criterion listed in the section below. The Review Committee will also consider whether each grant application is clear, concise, and well-organized.

2. RATING CRITERIA OVERVIEW AND WEIGHTING

The following criteria shall be used by application evaluators to assess grant applications.

Rating Criteria	Weight
1: Capacity of applicant and relevant organizational experience	20
2: Description of the need/extent of the burden	15
3: Soundness of approach (Work Plan)	35
4: Budget	15
5: Achieving results and program evaluation	15
Total	100 pts.
6: Bonus	5

Grant applicants are encouraged to review the rating criteria and to provide a response that addresses each of the scored items. Evaluators can only make decisions about an applicant's capabilities based on the information provided in the application, so the responding applicant should be detailed in their grant application responses.

B. INFORMATION TO BE INCLUDED FOR EACH RATING CRITERIA

Applications should demonstrate their ability to meet the rating criteria described above through information presented in the application. The application narrative should address rating criteria 1 through 3, 5, and the bonus criterion. Criterion 4 should be addressed in the budget narrative. The specific information requested under each rating criterion is described in further detail in the following sections.

Applicants should ensure that information provided in the narrative for a specific rating criterion does not include information that addresses a different criterion. For example, if your grant application describes your organization’s past experience in the narrative for rating criterion 3 instead of rating criterion 1, the past experience will only be scored based on the information included in rating criterion 1.

In addition, material provided in the appendices can support narrative information, but will not be used in lieu of information provided in the narrative response to the rating criteria.

1. CAPACITY OF APPLICANT AND RELEVANT ORGANIZATIONAL EXPERIENCE

Evaluators will consider numerous factors of your prior performance, such as monitoring results, performance against benchmarks, and other relevant information, to evaluate capacity and relevant organization experience.

You must demonstrate that your organization has sufficient qualified personnel, or will actively retain qualified experts or professionals, and is prepared to perform low-income energy efficiency work, and other proposed activities within 120 days of the grant award to successfully implement and complete the project. If any of the key personnel titles/roles you list below are not filled by your staff when you submit your application, describe your plan to fill the vacancies in a timely manner.

A. KEY PROGRAM PERSONNEL

Key personnel must include, at a minimum, a Program Manager. Unless financial management of the grant falls under the responsibility of the Program Manager, you must also identify the person responsible for the financial management of the grant. You must provide resumes of the key personnel and job descriptions for planned key personnel, including the person responsible for the financial management of the grant. You must also describe the roles and responsibilities of each key personnel for the project. For each key personnel, please provide the following:

- Personnel Name & Organization
- Title/Role
- Program Commitment as a % Time (FTE)*
- Program Duties/Responsibilities

The day-to-day Program Manager must be experienced in work related to the project. The Program Manager must have demonstrated program/ project management experience. If a Program Manager has not yet been hired, the job description for this position must be included in the Appendix to your application.

* FTE = Full time equivalent; if labor hours are used, convert to FTE on the basis of 1 FTE = 2,080 hours per year.

B. KEY PROGRAM PARTNERS

Provide the information below related to partner entities that will receive Settlement funds (Sub-Recipient Agreements-SRA) from your program and that will provide critical services and/or carry out critical activities for the proposed grant program (vs. commercial services and off-the-shelf suppliers):

- A letter of commitment or memo of understanding signed by a person of authority from the Partner Organization attesting to a commitment to move forward with the grant if selected and that all information included in the grant application is true. Please include the letter in the Appendix.
- A description of the partner's role for this program and why it is critical to the application
- List and describe partner entities (i.e. sub-grantee(s), sub-contractor(s) organization(s), sub-recipient(s) and consultant(s)) at all tiers that will provide critical non-duplicative services and activities;
- Detail each of these critical partner entities' qualifications and experience in initiating and implementing energy efficiency or housing projects;
- List the key personnel from each of these critical partner entities, their respective roles and responsibilities, their qualifications and experience, and the percentages of time committed for all key personnel identified. You may provide this information in your narrative or in resumes for each of the key personnel from these critical partner entities;
- Provide a description of how partner entities are in good legal standing and have all the business elements necessary (e.g. insurance, certifications, licenses, etc.) to conduct work in the State of Delaware and the local area where the work is proposed.

C. ADMINISTERING THE GRANT

Describe how you will administer this grant program, including how you will address oversight and financial management and provide examples of current financial reports.

Describe how funding will flow from your organization to those who will perform work under you on this grant program. Also describe how you will ensure that acceptable work is conducted and acceptable products were provided before you pay invoices to key program partners and before you submit invoices to the Empowerment Program.

Describe the staff, procedures, and electronic management system you will use on this program to ensure proper project oversight/monitoring, contract administration, financial management, and monitoring of all sub-grantees and contractors.

I. ENGAGEMENT WITH EXTERNAL PARTNERS

Describe your involvement with coordination among critical energy efficiency agencies, including participation in the statewide or jurisdiction-wide energy efficiency goals and objectives.

II. INVOLVING COMMUNITY-BASED PARTNERS

Describe how grassroots community-based non-profit organizations, including faith-based organizations, will be involved in your grant program's activities. For example, these activities may include outreach, community education, marketing, and program assessment activities. Include letters of support in appendices.

D. PREVIOUS EXPERIENCE

List all (e.g. federal, state, local, and non-profit) projects completed by your organization in the last three years that demonstrate experience in implementing energy efficiency or other related programs ("similar programs"). Examples of similar programs include Community Development Block Grant's housing rehabilitation activities, Weatherization Assistance Programs, Healthy Housing programs, energy efficiency community education programs, and other comparable state, local or non-profit programs, etc.

E. ADMINISTRATION OF SIMILAR PROGRAMS

Describe how you have administered similar programs, including whether and how you achieved performance benchmarks, addressed program oversight, and implemented financial management.

F. MONITORING OF SIMILAR PROGRAMS

Describe whether and how routine monitoring of all sub-grantees and contractors ensured conformity to the terms, conditions and specifications of contracts or other formal agreements and requirements, and the requirements of similar programs. If you shared performance data with previous entities, describe the process. Describe the tools and mechanisms you will use to monitor and assure compliance.

G. REFERENCES

Please provide three references with contact information and a description of your relationship. These references should be able to attest to your answers to subsections A through D above

2. DESCRIPTION OF THE NEED/ EXTENT OF THE BURDEN

You will be scored on this rating criterion based upon need as documented through publicly available data and information. There must be a direct and substantial relationship between the proposed energy efficiency activities and community needs as you understand their needs. You must ensure that clients are current residents of the Delmarva Service Area.

Points will be awarded for this rating criterion based upon need demonstrated under segments B., energy efficiency burden, C., income data, and D. Other factors, contributing to Energy Burden, described below. Please provide data responses in simple table format. NOTE: Provide data only for areas that lie within the Delmarva Service Area you intend to service unless you specifically demonstrate that Delmarva Service Area data or jurisdiction-level data are not available. For example, do not provide data for your whole jurisdiction if the Delmarva Service Area is only a portion of it. Provide verifiable sources for your data.

A. DESCRIPTION OF DELMARVA SERVICE AREA AND/OR PROCESS TO ESTABLISH THAT BENEFICIARIES ARE DELMARVA CUSTOMERS

If program services are contained to a particular geographic area within the statewide Delmarva Service Area, you must provide maps or other identifying name(s) or number(s) for the Service Area(s) you propose to work. You can view an online Delmarva Service Area map <http://arcg.is/C89WD> that shows census blocks with high percentages of low income people at the empowerment grant website on resources page.

If a proposal is not based on a Service Area and is going to benefit individuals and families; then evidence as a qualified Delmarva Power customer can be demonstrated by a Delmarva utility bill associated with the property.

B. ENERGY EFFICIENCY BURDEN NOTE...WORDING

Describe how you will prioritize the selection of program participants to recruit for low-income energy efficiency work under the grant.

C. INCOME DATA

Income data verification will depend on the type of application being made.

For proposals that will operate within specific target areas provide the percentage of families in the Target Area(s) at or below 60 percent of the State median income SMI, level (or at or below 200% of federal poverty guidelines as evidenced by survey data or census data available. Include the source and date of your data if the data are available from a publicly accessible online source, provide the specific URL(s), such as: http://destatehousing.com/AffordableHousingResourceCenter/ot_resources.php.

If your proposal is not based on a target area and is going to benefit individuals or families; describe how you will document that individuals or families are either at or below 60 % of the State Median Income, or below 200% of the federal poverty guideline. Please use the income guideline table above in Section II-C. **The following documents and procedures may be used to validate incomes if the information is valid with the past 12 months.**

Example proof of eligibility:

- ✓ Photo ID for the applicant
- ✓ At least (1) or more utility bills
- ✓ Proof of income (pay stub or W2) or Proof of benefit (Social Security, SSI, TANF, GA, WIC, and/or food stamps award letter)

Automatic Qualifier
<p>Client must provide a recent (with one year) award letter from <u>(1)</u> of the following:</p> <ul style="list-style-type: none"> • Food Stamps • WIC • LIHEAP • TANF/GA • Medicaid • WAP

OR

Proof of Income
<p>Client must provide a recent (within one year) copy of <u>each</u> applicable document:</p> <ul style="list-style-type: none"> • 2 pay stubs • W2s • Previous year’s tax return • SSI/SS award letter • Unemployment

For proposals operating in targeted areas that are within predetermined low-income block groups with Delmarva’s Service Area, no further income verification will be needed. The following link is a map of those low-income block groups. LINK HERE -- <http://arcg.is/C89WD>

3. SOUNDNESS OF APPROACH WORK PLAN

This rating criterion addresses the quality and cost-effectiveness of your proposed work plan. In general, there are four key stages in the life of this grant: **application, start-up, implementation, and close-out**. You must describe in detail your work plan to address start-up and implementation phases of the grant that includes specific, measurable and time-phased objectives for each major program activity. You will be rated on:

- Your ability to implement your work plan; and
- The quality of your work plan, for each major program activity that reflects benchmark performance standards. Your proposed Delmarva low-income participant completion and financial benchmarks must be included in a table as part of the narrative.

A. PROGRAM WORK PLAN AND PROGRAM RECRUITMENT

I. GENERAL PROGRAM CONCEPT

Provide a general program concept description. Be sure to include a general description of low-income program services provided, and any low-income energy efficiency industry innovations.

II. INNOVATION AND UNIQUENESS

The Empowerment Program hopes to encourage new and innovative programs that are not already funded available in the area where you propose to implement your program. Please describe how and why your program will provide opportunities to beneficiaries that are not already available and funded. New and innovative approaches serving diverse populations is greatly encouraged. Proposals that offer a portfolio of different programs and services that are collaborated with other providers is encouraged. You can learn about existing program in place by down loading the Delaware Energy Assistance Directory from this site: www.empowermentde.org. <https://empowergrantde.files.wordpress.com/2019/12/de-energy-directory-12-2-19-003.pdf>

III. START UP

Describe the startup phase (first 90 days) of your proposed program, including: development of your program work plan with a timeline to complete work within the 36-month period of performance; development of your program policies and procedures; plan to hire and train staff; if applicable, plan to establish a qualified contractor pool; plan to build and establish partnerships; development of plans for

outreach, marketing, and recruitment of families and units; development of plans for staff education and training; development and plan for prioritization of units; and develop and plan for intake and enrollment.

Describe the location(s) at which all grant operational functions will be completed.

IV. BUILD AND ESTABLISH PARTNERSHIPS

Describe how your program will coordinate with State and local agencies or other partner organizations; and describe how, for example, referrals from the LIHEAP, Section 8, Housing Choice Voucher program and other agencies that assist low-income households will be received and processed. Describe your process for establishing contracts and/or memorandums of understanding (MOU) with partners and sub-recipients. Describe your process for monitoring and tracking your sub-recipient and partner activities and commitments. Explain your process for addressing activities that are not being met as agreed in the contract or MOU.

V. OUTREACH AND MARKETING

Describe in detail the methods and strategies you will use, including the individuals and/or sub-grantees, sub-recipients or contractors responsible, to affirmatively market and outreach the program to low-income Delmarva Target Area and/or residents with Limited English Proficient guidelines. Describe the measures your program will take to sustain recruitment, and identify the staff responsible for both monitoring recruitment activities and implementing the measures identified to sustain recruitment. Discuss your proposed outreach activities and expected outcomes, as it relates to enrollment and program sustainability in the Delmarva Service Area. You must describe how outreach activities will be culturally sensitive, targeted, and linguistically appropriate and identify the means available to supply the educational materials in other languages (identify all languages that apply) common to the community. Outreach must also be provided in alternative formats for people with disabilities. Include the estimated number of individuals to receive the intended outreach.

VI. PRIORITIZATION AND ELIGIBILITY OF PARTICIPANTS

Describe your plan and numerical goal for the number of eligible program participants. You must clearly connect the identified need and Delmarva Service Area from previous factors to the selection criteria and approach for this criteria factor.

VII. INTAKE AND ENROLLMENT

Describe the specific measures your program will use to complete intake and enrollment of program applicants. Describe the specific measures your program will take to sustain your eligible participant pipeline. Identify the staff responsible for both monitoring of this process step in addition to the actual recruitment activities by your agency staff.

VIII. CLIENT CONFIDENTIALITY

Describe how you will ensure the safety, security and privacy of files and all protected information.

B. TECHNICAL APPROACH

Another aspect of Criteria 3 is the proposed technical approach for low-income energy efficiency work. Applicants should provide the following information related to their technical approach.

I. PRODUCTION PROCESS

Describe the production process from participant intake to work completion/clearance and follow-up testing (if applicable), including identifying the agency/person responsible for each phase, the timeline to complete each phase and how monitoring will be performed to both prevent and resolve production impediments. Discuss your approach to getting owner's permission and acceptance for the work.

II. COMPLETION ESTIMATES

Describe the proposed number of eligible participants you anticipate will receive low-income energy efficiency work based on your capacity and expected accomplishments. Describe your approach to maximizing the number of eligible participants to receive energy efficiency work. Work completion estimates must include consideration of potential impediments and unforeseen delays. Remember that, if awarded a grant, you will be held to your production commitments. Please provide a simple timeline from program start to program completion.

III. COST SAVINGS ESTIMATES

Describe the proposed estimated level of gas (MMBTU) and electric (kWh) savings based on expected accomplishments. Describe your approach to maximize energy efficiency savings for eligible participants.

IV. COST CONTROL

Describe how you will keep costs per eligible participant under tight control, such as the process of selecting participants to enroll and refining the scope of work associated with each energy efficiency service provided.

V. ENERGY EFFICIENT ASSESSMENTS

If the proposal proposes housing retrofits, then all work must meet code standards. For energy efficiency housing retrofit programs, a Building Performance Institute (BPI) standard energy efficiency audit/ inspection and basic risk assessment is required for every unit and/or common area you assist using funds under this program.

Describe the industry standards you will be using for this program. If applicable, include the assessment methods, computer software, schedules, and estimated costs for energy efficiency audits/ inspections you propose.

VI. CLIENT ENERGY EFFICIENCY EDUCATION

Describe how you will provide program participants with energy efficiency information generated by activities under this grant.

VII. DEVELOPING WORK SPECIFICATIONS

All applicants must describe the process for developing energy efficiency work specifications. Describe the general scope of energy efficiency services and prioritization process for prioritizing specific energy efficiency measures.

All applicants must describe the primary energy efficiency measures that you anticipate implementing as part of your organization's energy efficiency program. Individual measure suggestions and the measure's associated energy savings values

can be found in Mid-Atlantic Energy Efficiency Technical Reference Manual (TRM). The Delaware TRM may be found at: <https://neep.org/mid-atlantic-technical-reference-manual-trm-v9>

A. PROCUREMENT/SELECTION OF HOME PERFORMANCE CONTRACTORS

If applicable, describe the process for developing and implementing the energy efficiency contractor selection process for units enrolled for home performance energy efficiency work, and indicate the individual or entity responsible for ensuring the integrity of this process.

B. MAINTENANCE EDUCATION

If applicable, describe how home performance contractors, property owners and maintenance personnel performing interim controls and energy efficiency work will be properly trained and/or certified to ensure that staff and contractors perform work of acceptable quality in compliance with work specifications and applicable industry standards including, the Building Performance Institute and State/ local code.

C. CODE COMPLIANCE

If applicable, describe how you will ensure that the home improvements resulting from Settlement funds comply with building and other local codes, especially code provisions to ensure energy savings and/or resilience of the housing.

D. CLEARANCE AND RE-ASSESSMENT EXAMINATIONS

If applicable, describe the timeline for completing post-intervention assessments and quality control checks. Describe the responsibility and payment of additional costs if a unit does not meet post-assessment standards.

E. QUALITY ASSURANCE/ QUALITY CONTROL

All applicants must describe how work will be monitored and supervised to ensure that entities involved in the program perform work of acceptable quality in compliance with work specifications, applicable industry standards, and applicable federal/state/local regulations. Discuss how you

will document actions taken to assure quality control for each home or location. Discuss how you mitigate quality issues that are out of compliance.

C. PROGRAM LEVERAGING AND LONGEVITY

I. LEVERAGING OTHER RESOURCES

Describe how your program will identify and incorporate additional community and private sector resources that can be combined with the Settlement fund program resources to increase the effectiveness of the proposed program activities including policy, prioritization and fiscal support.

II. LONGEVITY STRATEGY

Describe how your program will build partnerships and other funding streams to ensure sustainability of the program activities past the 36-month period of performance. Describe how your program will continue to build and sustain community capacity for the continuation of your project.

4. BUDGET

You must thoroughly estimate all applicable costs, including direct, administrative and indirect expenses, and present them in a clear and coherent format. In completing your estimations, you must document and justify all budget categories and costs and all major tasks of your organization, sub-recipients, major sub-contractors, joint venture participants, or others contributing resources to the project. The following budget information should be presented within three sections:

Section 1: A completed Detailed Budget Worksheet as an Excel File using the template provided submitted separately and as a PDF file included in the application as budget section #1. The worksheet should include funding or cash equivalent amounts being provided as leveraged resources, if applicable.

Section 2: A concise budget narrative that details administrative costs and program costs. The narrative should be organized so each budget worksheet line item has a corresponding narrative that gives the evaluator a good understanding of how monies will be spent on each line item. Where employee and contractor costs are proposed please provide the number of employees both full time and part time, proposed titles, and the percent of time spent in the program versus other programs. The applicant's share versus the grant share should be fully

explained. If applicable, details on which costs are included and not included in the direct energy efficiency cost requirement. See Section 4-B below for further guidance

Section 3: A narrative on Energy Efficiency Incentive Strategy's -see Section 4-C below.

The following items represent restrictions on the use of Settlement funds. **You may not use grant funds for any of the following activities:**

- Purchase of real estate property;
- Demolition of housing units or detached buildings.
- Funds received under must not be used to replace existing community resources dedicated to any on-going project.

A. BUDGET WORKSHEET

Insert your proposed budget worksheet in PDF and send separately in an excel format. A blank Excel budget worksheet template will be available for download or provided separately. Include notes that are appropriate, but they should not repeat information in the budget narrative.

B. BUDGET NARRATIVE - ADMINISTRATIVE AND PROGRAM COSTS

Information about the applicant's proposed budget should be included in a budget narrative, which is separate from the application narrative. This section of the Guidance describes the information that should be addressed in the budget narrative. Organize your budget narrative, so this is a corresponding narrative for each line item in your proposed budget. Applications that do not follow this format will be considered incomplete.

You will be evaluated on the extent to which your narrative justifies the allocation of funds. In particular, your narrative should describe how you will keep costs managed.

Administrative costs must be reflected under the appropriate line items and a detailed cost element breakdown in the budget narrative must be provided. You must include any indirect costs, as well as those administrative costs that are in the direct cost category.

If sub-recipient organizations are proposed, please describe their role in detail and describe where in the budget worksheet their expenses are allocated.

I. ADMINISTRATIVE COSTS

Direct administrative costs are the reasonable, necessary, allocable, and otherwise allowable costs of general management, oversight, and coordination of the grant (i.e., program administration). Such costs include, but are not necessarily limited to, expenditures for:

- Salaries, wages, fringe benefits, and related costs of the recipient's staff or consultants\subcontractors engaged in program administration or that can be specifically identified with the grant. In charging costs to this category, the recipient may either include the entire salary, wages, and related costs allocable to the program of each person whose primary program responsibilities involve program administration assignments, or the pro-rata share of the salary, wages, and related costs of each person whose job includes any program administration activities. The recipient may use only one of these methods during the grant period. Program administration includes, but is not limited to, the following types of activities:
- Providing local officials and citizens with information about the program, except for targeted outreach, affirmative marketing, education or outreach for energy efficiency programs;
- Preparing program budgets and schedules, and amendments thereto;
- Developing systems for assuring compliance with program requirements, or developing information systems to enhance the delivery, analysis, or conduct of energy efficiency activities;
- Developing interagency agreements and agreements with sub-recipients and contractors to carry out program activities;
- Monitoring program activities for progress and compliance with program requirements, except for on-site monitoring of energy efficiency measures;
- Preparing reports and other documents related to the program;
- Coordinating the resolution of audit and monitoring findings;
- Evaluating program results against stated objectives; and
- Travel costs incurred for official business in general program administration that can be specifically identified with the grant program;
- Transportation costs incurred for general program administration that can be specifically identified with the grant program;
- Equipment (over \$5,000), consumable supplies that are expected to be used within a year (ex: office supplies), and non-consumable supplies that are less than \$5,000 that are expected to last more than a year (ex: cell phones) and materials used for program administration that can be specifically identified with the grant program;
- Marketing costs and material
- Certification and licensing costs required for program administration responsibilities.

Indirect administrative (F&A) costs are by nature, administrative and represent the expenses of doing business that are not readily identified exclusively with a specific grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. These types of costs are often referred to as “overhead costs.”

II. PROGRAM COSTS

Program costs are those costs that are associated with the direct benefits received by the beneficiaries of the program these would include: rebate or incentives for installed energy efficiency measures, direct installation of energy efficiencies measures, costs related to provide energy assessments, counseling, or other non-tangible activities that not covered by staff administrative salaries. Those employees or contractors dedicated primarily to direct program delivery to beneficiaries should be included in the program costs section. Be sure to not double count employees or contractors.

C. ENERGY EFFICIENCY INCENTIVES STRATEGY (GRANTS, DEFERRED/ FORGIVABLE LOANS, 0% INTEREST LOANS, LOW INTEREST LOANS, ETC.)

Discuss your energy efficiency incentive strategy (i.e., the type of assistance – individual client grants, direct install measures, deferred/forgivable loans, etc.). This should include verification of income eligibility requirements, terms, conditions, dollar limits, amounts available for energy efficiency work. Please note that energy efficiency incentives that are in the form of loans are not required but simply an option for applicants.

You will be evaluated on the extent to which your narrative provides a sound and reasonable approach to delivering incentives for your proposed energy efficiency work, including the documentation and justification of these costs.

The incentives strategy should include the following:

- Identify who is responsible for establishing, administering and overseeing this aspect of the program.
- If applicable, describe how the recapture of deferred/forgivable loan funds to owners of assisted units will occur if recipients fail to comply with any terms and conditions of the financing arrangement.

5. ACHIEVING RESULTS AND PROGRAM EVALUATION

The following information related to criterion 5 should be included in the application narrative.

A. BENCHMARKING AND ASSESSING ACCOMPLISHMENTS

I. IDENTIFYING KEY DELIVERABLES AND BENCHMARKS

Describe the project goals and the activities proposed to achieve these goals. Performance indicators must be objectively quantifiable and measure actual achievements against anticipated achievements. The activities and associated targets per year in the table below represent benchmarks against which your progress will be reported and measured each year. You must complete and submit the Benchmark Performance Standards Table, as displayed below, with your narrative based on the project goals established.

EXAMPLE

EXAMPLE				
Activities	Year 1	Year 2	Year 3	Total
kWh Saved				
MMBTU Saved				
Units Enrolled				
EE Audits				
EE Interventions				
Other:				
Other:				
Other				

II. MONITORING KEY DELIVERABLES AND BENCHMARKS

Identify the procedures that will be followed to monitor and make adjustments to improve performance if benchmarks are not met within established timeframes.

Provide a description of the tools and methods you will use to assess progress and track performance in meeting the goals and objectives outlined in the work plan. You must provide assurances that work plans and performance measures developed for the program will assist intended participants, and that work will be conducted in a timely and cost-effective manner. This evaluation must explore

how well the technical strategy meets the conditions and needs found in the Delmarva Service Area.

B. EVALUATION, MEASUREMENT, AND VERIFICATION

I. DATA COLLECTION, STORAGE AND REPORTING

Provide a description for effective data collection, data storage and energy savings calculation methods, and quarterly data reporting. All energy efficiency program data must be integrated into the Energize Delaware Statewide Energy Efficiency Data System. Instruction and assistance in using the database will be provided to grant recipients.

II. THIRD-PARTY EM&V

Awarded grantees are required to budget for an EEAC recommended third party energy efficiency evaluation, measurement, and verification (EM&V) services. EM&V services must be made in accordance with all EEAC EM&V standards and regulations. When preparing the budget, you must document the total percentage of EM&V costs requested for the program. As one of the resources a list of recommend third party evaluators is available on the website.

Primary goals of the third-party EM&V services include:

- Provide verification of estimated energy program electric and gas savings through project documentation inspections, review and verification of energy savings calculations, and/or project site inspections;
- Recommend improvements to data collection, data storage, and energy savings calculation methods;
- Recommend improvements to the design and implementation of existing energy programs; and,
- Provide guidance on best practices regarding energy savings estimates, as well as data reporting

6. BONUS

Proposals that undertake activities that achieve benefits listed below are eligible to receive priority points in the rating of their application.

- Serve a majority of extreme low poverty population at 30% or below of AMI.
- Serve exclusively rental homes in Delmarva Service area
- Serve the primary goal of the EEAC by providing cost effective energy efficiency programs that may be supported by the utility after completion of the grant, if you are claiming this benefit then describe the exact energy efficiency measures. Individual cost-effective measure suggestions and the energy efficiency measures associated energy savings values can be found in Delaware's and the Mid-Atlantic Energy Efficiency Technical Reference Manual (TRM). The Delaware TRM may be found at: <https://neep.org/mid-atlantic-technical-reference-manual-trm-v9>

*No more than 5 points additional rating points can be added for any one or combination of bonus measures.

SECTION V: AWARD ADMINISTRATION INFORMATION

A. ANTICIPATED ANNOUNCEMENT AND AWARD DATES

The award date for grants will be approximately 120 days from the grant application due date.

B. AWARD NOTICES

Following the evaluation process the Review Committee will make its recommendation(s) for approval, approval with conditional, or denial to Empowerment staff. Applications for approval without conditions will receive a written award notice. For proposal approved with conditions staff will review conditional changes with applicant, if acceptable applicant will receive an award notice in writing. Applicants will then execute a written contract offered by the Empowerment Staff. No applicant will acquire any legal or equitable rights or privileges until they have been notified the contract has been fully executed. Proposals denied by the Review Committee will receive a written notice that the grant was not awarded.

C. REPORTING/ GRANTEE PAYMENT

1. STATUS REPORTING AND OVERSIGHT

One of the primary goals in administering this grant is to keep accurate records regarding the actual value/usage of the funds. The selected grant applicant will be required to lead and/or participate in status meetings and submit monthly, quarterly and yearly status reports covering such items as progress of work being performed, milestones attained, resources expended, problems encountered and corrective action taken, until final system acceptance. Quality control data and reporting will be a part of this reporting. Arranged sight visits by Empowerment staff will be required as needed at regular intervals.

2. GRANTEE PAYMENT

Payment process will be determined individually for each successful application during the contract making process.

SECTION VI: GUIDANCE DESIGNATED CONTACT

All requests, questions, or other communications about this Guidance shall be made in writing to the Grant Manager. Address all communications to the person listed below; communications made to other Grant Manager and EEAC members or personnel or attempting to ask questions by phone or in-person will not be allowed or recognized as valid and may disqualify the grant applicant. Grant applicants should rely only on written statements issued by the Guidance designated contact.

Grant Manager Contact Information
Jim Purcell
302-724-7033 Office Number
302-229-1585 Cell
Jim.Purcell@EmpowerGrantDE.org

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is preferred, but other forms of delivery, such as postal and courier services may also be used.

EEAC may retain consultants or legal counsel to assist in the review and evaluation of all applicants' responses.

SECTION VII: APPENDIX

APPENDIX A: BUDGET WORKSHEET

The following is an image of the budget worksheet. An Excel template version will be provided separately and must be submitted as an excel spreadsheet and as a PDF file with the application. Please do note that only the white cell should be filled in. All other cells (in beige color) will self-populate.

Applicants who are selected for grants will be required to complete a detailed budget worksheet that will become a part of the applicant’s scope of work.

Type Applicant Name Here																				
Type Program Name Here																				
Type Application Date Here																				
Budget Category	Cost (\$)	Year 1 Grant Share (\$)	Applicant Share (\$)	Cost (\$)	Year 2 Grant Share (\$)	Applicant Share (\$)	Cost (\$)	Year 3 Grant Share (\$)	Applicant Share (\$)	Total 3 year Program										
										Cost (\$)	Grant Share (\$)	Applicant Share (\$)								
ADMINISTRATION																				
Personnel																				
Employed Staff										\$ -	\$ -	\$ -								
Employed Staff Fringe										\$ -	\$ -	\$ -								
Contracted Staff										\$ -	\$ -	\$ -								
Staff Related Transportation										\$ -	\$ -	\$ -								
Total Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
Equipment (over \$5000)										\$ -	\$ -	\$ -								
Indirect Costs										\$ -	\$ -	\$ -								
Supply & Material																				
Consumable										\$ -	\$ -	\$ -								
Non-consumable										\$ -	\$ -	\$ -								
Total Supply and Material	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
Marketing and Outreach										\$ -	\$ -	\$ -								
ADMINISTRATION TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
PROGRAM COSTS																				
Incentives										\$ -	\$ -	\$ -								
Direct Install Measures										\$ -	\$ -	\$ -								
Personnel (direct service)																				
Employed Staff										\$ -	\$ -	\$ -								
Employed Staff Fringe										\$ -	\$ -	\$ -								
Contracted Staff										\$ -	\$ -	\$ -								
Staff Related Transportation										\$ -	\$ -	\$ -								
Total Personnel (direct service)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
Other-										\$ -	\$ -	\$ -								
Other -										\$ -	\$ -	\$ -								
Other -										\$ -	\$ -	\$ -								
PROGRAM COSTS TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
Total 3 year cost	\$ -																			
Total 3 year Grant Share	\$ -																			
Total 3 year Applicant Share	\$ -																			
Average Annual % leverage	#DIV/0!																			
Average Yearly Cost	\$ -																			
Average Personal Fringe %	#DIV/0!																			
Average % Administration	#DIV/0!																			
Average % Program Costs	#DIV/0!																			
Average % Personnel (Admin)	#DIV/0!																			
Average % Personnel (Direct)	#DIV/0!																			
Average % Marketing	#DIV/0!																			
Average % Material & Supply	#DIV/0!																			