



# Wyoming State Energy Office

## Local Government Energy Improvement Retrofit Grant (LIGHTING ONLY)

### PROJECT APPLICATION - COVER SHEET

Prior to completing this application, review the Instructions and Checklist in ATTACHMENT C

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------|
| Project Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Date Submitted: |
| <p><b>APPLICANT CONTACT INFORMATION</b><br/>         Applicant:<br/>         Responsible Official:<br/>         Mailing Address:<br/>         City, Zip:<br/>         Telephone:<br/>         Email</p> <p><b>PROJECT CONTACT</b><br/>         Project Contact Name, Title:<br/>         Telephone (if different from above):<br/>         Email (if different from above):</p> <p><b>SAM#</b> (required)<br/>         To register for a System for Award Management (SAM) go to: <a href="https://www.sam.gov/">https://www.sam.gov/</a></p> <p><b>DUNS #</b> (required)<br/>         To register for a DUNS Number go to: <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a></p> <p><b>Answer Yes or No to the following:</b></p> <ul style="list-style-type: none"> <li>• Has applicant received 80% or more of its annual gross revenues in Federal awards?</li> <li>• Does \$25 million or more of applicants' revenues come from Federal awards?</li> <li>• Does the public have access to information about the compensation of the senior executives of the applicant?</li> </ul> |  |                 |
| <p>Summary of Proposed Project:</p><br><br><br><br><br><br><br><br><br><br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                 |

\_\_\_\_\_  
**Signature – Title  
 Responsible Official**

\_\_\_\_\_  
**Date**

*By signing this application, the Responsible Official agrees that if awarded funds, the Applicant will comply with all State and Federal requirements for financial management, reporting, environmental review and labor standards.*

## **PROJECT PURPOSE AND PLAN**

- **ENERGY EFFICIENCY AND CONSERVATION STRATEGY**

*Describe your proposed Energy Efficiency and Conservation Strategy. Provide a concise summary of your measurable goals and objectives. Goals and objectives should be comprehensive and maximize benefits community-wide. If you also have an existing energy, climate or other related strategies, describe how these strategies relate to each other.*

- **IMPLEMENTATION PLAN and TIMELINE**

*Provide a schedule or timetable for major milestones. Describe your proposed implementation plan for the funds and how this plan supports the goals and objectives identified above. Your summary should incorporate how proposed retrofits, as proposed, on the project cost estimate support your strategy's goals/objectives. The project cost estimate can be found in Attachment B-Cost-Savings.*

- **SUSTAINABILITY**

*How will this plan ensure that benefits sustain beyond the funding period?*

*To be considered for funding, this application must be accompanied by the following:*

ATTACHMENT A: Project Background and Description

ATTACHMENT B: Project Cost Estimates and Energy Saving Projections

Ownership documentation (such as a deed)

WYECIP or WYLite signed contract

## Attachment A

### PROJECT DESCRIPTION

#### PROJECT DESCRIPTION.

*Provide a description of why this project is needed and how grant funds will be used.*

\_\_\_\_\_

#### LOCATION and AGE.

*Provide the location/address of the project facility which will use the grant funds. Provide the year project facility was constructed. If more than one building, then list each address separately.*

\_\_\_\_\_

#### STRUCTURE SIZE.

*Complete information for each building that will be retrofit.*

*Square Footage of entire facility:* \_\_\_\_\_

*Square Footage affected by this project:* \_\_\_\_\_

#### LOCAL POWER PROVIDER

*Identify your local utility/utilities that will serve this facility* \_\_\_\_\_

*Does power provider offer rebates, incentives or programs that can be utilized for this project? If so, please briefly explain.* \_\_\_\_\_

**Attachment B**

**ENERGY SAVINGS AND PROJECT COST ESTIMATE**

Annual energy savings and project costs represented here must be supported by estimates from a person knowledgeable about energy efficiency and conservation such as a member of your engineering staff, local utility or industry professionals.

If proposing retrofits on more than one building (three building maximum), please fill out this form for each building.

If your grant affects more than one building, list address that corresponds to the following estimates here: \_\_\_\_\_

| <b>Proposed Retrofit/s</b> | <b>Cost to Implement</b>                                          | <i>Estimated Annual Dollar Savings (Required)</i> | <b>Estimated Annual Energy Usage of OLD system (kWh)</b> | <b>Estimated Annual Energy Usage <u>Savings</u> for NEW system (kWh)</b> |
|----------------------------|-------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------|
| <b>1.</b>                  | \$                                                                | \$                                                |                                                          |                                                                          |
| <b>2.</b>                  | \$                                                                | \$                                                |                                                          |                                                                          |
| <b>3.</b>                  | \$                                                                | \$                                                |                                                          |                                                                          |
| <b>4.</b>                  | \$                                                                | \$                                                |                                                          |                                                                          |
| <b>5.</b>                  | \$                                                                | \$                                                |                                                          |                                                                          |
| <b>6.</b>                  | \$                                                                | \$                                                |                                                          |                                                                          |
| <b>7.</b>                  | \$                                                                | \$                                                |                                                          |                                                                          |
| <b>8.</b>                  | \$                                                                | \$                                                |                                                          |                                                                          |
| <b>9.</b>                  | \$                                                                | \$                                                |                                                          |                                                                          |
| <b>10.</b>                 | \$                                                                | \$                                                |                                                          |                                                                          |
| <b>TOTALS</b>              | \$                                                                | \$                                                |                                                          |                                                                          |
|                            | <b>Total Project Cost Estimate</b><br><i>Add all lines above.</i> | \$                                                |                                                          |                                                                          |

**Additional Funding Sources:**

Note other sources of funding, other than this grant, which will be used to complete this project. Please note the status of those funds (example: Local funds, loans, utility incentives, specific purpose tax).

Contact your local power provider and include any funds or rebates that are applicable to your project.

| Additional Funding Source               | Status<br>(approved or<br>pending) | Date of<br>Approval | Cash Amount |
|-----------------------------------------|------------------------------------|---------------------|-------------|
|                                         |                                    |                     | \$          |
|                                         |                                    |                     | \$          |
|                                         |                                    |                     | \$          |
|                                         |                                    |                     | \$          |
|                                         |                                    |                     | \$          |
| <b>Total Additional Funding Sources</b> |                                    |                     | <b>\$</b>   |

|                                                                                                                                                                                                                                                                                        |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| <p><b>Retrofit Grant Request</b><br/> <i>This figure is derived by taking the Estimated Project Cost from Page 1 and subtracting the Total Additional Funding Sources (calculated above).</i><br/> <i>Note – Maximum Grant Award = \$25,000</i><br/> <i>Minimum 10% cash match</i></p> | \$ |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|

Further explanations (project costs or funding sources):

## Attachment C

### **INSTRUCTIONS AND CHECKLISTS:**

**Purpose** The intent of this program is to support energy efficiency projects that will have lasting benefits and lead to long-term market transformation. The program will accomplish this through efficiency retrofits of existing buildings to maximize energy savings and create sustainable reduction in energy usage.

**Project Type** Grant may be used for the following types of activities (list is not conclusive):

Examples of eligible facility improvement / retrofit items are:

**Lighting** – replacement to energy efficient lighting system, occupancy controls, auto dimming according to natural light.

- a. Benefit: Reduces cooling and energy use

**Eligibility** Cities, Towns and Counties. Any facility being retrofitted must be owned by the applicant and must be located within the boundaries of the State of Wyoming. Applicant must have signed up for the Wyoming Energy Conservation Improvement Program.

**Due Date** On or before September 1, 2017.

**Funds** Maximum grant amount is \$25,000. There is no minimum grant request. \$150,000 in funds has been allocated for the FY 17-18 for this purpose.

**Matches** Eligible applicants are required to provide a minimum 10% cash match to leverage the available Federal funds.

### **Review & Award**

Application review team will include representatives from the State Energy Office (SEO) staff, Wyoming Business Council and outside assistance as needed. The team will report any deficiencies in the application packet to applicant. Applicant will have at least five (5) working days from notification to remedy a deficiency.

Based on application and information collected, team will rank projects based on projected energy savings and local match. Awards will be made to the highest-ranking projects until grant funds are allocated. Applications will be prioritized based on energy savings per affected square foot. Prioritization is not intended to be the only basis for a final recommendation. For example, additional consideration may be given when an applicant had the ability to and was able to utilize other funding sources to finance the project facility. Other considerations include but are not limited to the applicant's capacity of administer the grant and the ability of the applicant to proceed with the project in a timely manner.

### **Federal Laws, Rules and Regulations:**

The chief elected official of the grantee or other officer pre-approved by the state consents to or will comply with the following:

**A133 Audit** Entities that receive \$750,000 or more in federal funds in one year are required to perform an A133 Audit. The entity bears the cost of this audit. All entities should consult with their accountant to determine if and when this audit is required. Documentation from that audit will be required for SEO files.



**Reporting.** Applicant agrees that if awarded grant funds, monthly status reports will be submitted; once retrofits are completed, energy savings data will be required for a period of one (1) year. These reports will be used to compile data for State and Federal reporting purposes. Reporting will go through the State Energy Office to the U.S. Department of Energy.

**SHPO** If facility is 50 years of age or older applicant will contact the State Historic Preservation Office (SHPO) prior to application. Provide SHPO two photos of your building along with a letter describing the building and the proposed project then request SHPO's assessment of if the project can proceed as described. Copies of communication need to be sent with the application or added to the file as they occur. SHPO website: <http://wyoshpo.state.wy.us/index.asp>

**Submission** - Submit **one original and one copy** of the completed application  
- Applications must be submitted in 8½ X 11" format – no staples.  
- It is recommended that attachments are clearly labeled or tabbed

**Send completed applications to:**

State Energy Office  
Wyoming Business Council  
214 W. 15<sup>th</sup> Street  
Cheyenne, WY 82002

Questions may be directed to:  
Sherry Hughes  
Phone: (307) 777-2824  
Fax: (307) 777-2837

## APPLICATION CHECKLIST

### Before submitting an application:

- Regional Director Involvement:** Applicants are encouraged to discuss this application with their WBC Regional Director. Regional Directors can provide assistance with project development and application preparation. Regional Directors are listed on the next page.
- Local Power Provider.** Contact local power provider and incorporate any rebates or programs that are applicable to this project
- Complete Funding.** All project costs will be funded at the time of receipt of this grant.

### REQUIRED ATTACHMENTS TO APPLICATION

- ATTACHMENT A: Project Description**  
Prepare project plan with assistance from a person knowledgeable in energy efficiency such as staff engineers and hired professionals. Projects must be designed using the most current IECC codes. Use ATTACHMENT A.
- ATTACHMENT B: Energy Savings and Cost Estimate Projections**  
Prepare a cost estimate with assistance from a person knowledgeable in energy efficiency, such as staff engineers, local utilities, or local independent professionals. Cost estimate and energy savings may be recorded on ATTACHMENT B or a document with equivalent information. *Note: Wyoming Statue 35-9-108 requires the State Fire Marshal to review and approve some construction plans for public buildings. Contact the State Fire Marshal office to determine if this project will require review. There is a fee involved for plan review.*

If facility is 50 years of age or older applicant will contact the State Historic Preservation Office (SHPO) prior to application. Provide SHPO two photos of your building along with a letter describing the building and the proposed project then request SHPO's assessment if the project can proceed as described. Copies of communication need to be sent with the application or added to the file as they occur. SHPO website: <http://wyoshpo.state.wy.us/index.asp>

- Ownership Documentation.** An eligible applicant must own the facility which will be affected by these grant funds. Provide deed or documentation that applicant owns the project facility.

**\*\* Looking for additional funds?** The Wyoming Association of Municipalities-Wyoming County Commissioners Association (WAM-WCCA) Energy Lease Program offers loan funding for municipal energy savings projects. The program is overseen by a joint Board consisting of three county and three municipal officials appointed by the Presidents of the WCCA and WAM. All leases will be for a period of two years, amortized over ten years, and each lease can be renewed up to four times. For further information, please visit: <http://wyomuni.org/services-partners/>.



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| Converse, Niobrara and Natrona Counties                                                                                                                                                                                                                                                    | Big Horn, Hot Springs, Park and Washakie Counties                                                                                                                                                                                                                                           | Campbell, Crook, Sheridan, Johnson and Weston Counties                                                                                                                                                                                                                                             |
| <p>Kim Rightmer<br/>           East Central Regional Director<br/>           300 S. Wolcott, Suite 300<br/>           Casper, WY 82601<br/>           Tel: 307-577-6012<br/>           Fax: 307-577-6032<br/>           Cell: 307-577-6032<br/>           Email: Kim.Rightmer@wyo.gov</p>  | <p>Amy Quick<br/>           Northwest Regional Director<br/>           1508 Stampede Avenue<br/>           Cody, WY 82414<br/>           Tel: 307.421.0140<br/>           Email: amy.quick@wyo.gov</p>                                                                                      | <p>Brandi Harlow<br/>           Northeast Regional Director<br/>           PO Box 962<br/>           Gillette, WY 82716<br/>           Cell: 307-689-1320<br/>           Email: brandi.harlow@wyo.gov</p>                                                                                          |
| Sweetwater and Carbon Counties                                                                                                                                                                                                                                                             | Fremont and Teton Counties                                                                                                                                                                                                                                                                  | Albany, Goshen, Platte and Laramie Counties                                                                                                                                                                                                                                                        |
| <p>Rebecca Eusek<br/>           South Central Regional Director<br/>           1400 Dewar Drive, Suite 208A<br/>           Rock Springs, WY 82901<br/>           Tel: 307.,389.0867<br/>           Email: Rebecca.eusek@wyo.gov</p>                                                        | <p>Roger Bower<br/>           West Central Regional Director<br/>           213 W. Main Street, Suite B<br/>           Riverton, WY 82501<br/>           Tel: 307-857-1155<br/>           Fax: 307-857-0873<br/>           Cell: 307-851-0908<br/>           Email: roger.bower@wyo.gov</p> | <p>Heather Tupper<br/>           Southeast Regional Director<br/>           214 West 15<sup>th</sup> Street<br/>           Cheyenne, WY 82002<br/>           Tel: 307-777-2804<br/>           Fax: 307-777-2838<br/>           Cell: 307-772-1265<br/>           Email: heather.tupper@wyo.gov</p> |
| Sublette, Lincoln and Uinta Counties                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                    |
| <p>Elaina Zempel<br/>           Southwest Regional Director<br/>           1100 Pine Avenue, Suite 2E<br/>           Kemmerer, WY 83101<br/>           Tel: 307.877-2203<br/>           Fax:888-507-4882<br/>           Cell: 307-723-1510<br/>           Email: Elaina.zempel@wyo.gov</p> |                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                    |

