

# **Grant Application Package**

## **American Recovery and Reinvestment Act 2009: Office of Policy and Management Municipal Energy Efficiency and Conservation Block Grant**

**STATE OF CONNECTICUT**



**M. JODI RELL  
GOVERNOR**

**Office of Policy and Management  
Robert L. Genuario  
Secretary**

**October 2009**

## Contact Information

This application must be submitted electronically through the [OPM Grant Portal](#) (PORTAL)

For assistance with submitting the application, contact:

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## Important Note to Prospective Applicants

This grant application is issued pursuant to the *American Recovery and Reinvestment Act of 2009 (Public Law 111-5)*, which was signed into law by President Obama on February 17, 2009.

As of the date this application package was released, government-wide guidance was forthcoming on various aspects of the Act.

Applicants are strongly advised to check the OPM recovery webpage <http://www.ct.gov/opm/cwp/view.asp?a=3006&q=436948> regularly (including before submitting an application) for updates to this grant application package and its associated requirements. Additional information may become available that could affect project proposal narratives, timelines, budget requests, and other matters related to applications.

Award recipients will be required to follow any applicable provisions of government-wide guidance that may be issued pursuant to the ARRA.

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# STATE OF CONNECTICUT OFFICE OF POLICY AND MANAGEMENT

## Application For American Recovery and Reinvestment Act (ARRA) Energy Efficiency and Conservation Block Grant (EECBG)

### Section I: Background

#### **American Recovery and Reinvestment Act of 2009 (“ARRA”)**

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (“ARRA” - Public Law 111-5).

The stated purposes of the ARRA are to preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and to stabilize state and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

#### **Accountability and Transparency**

The ARRA places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new Recovery Accountability and Transparency Board at the federal level and a new federal website <http://www.recovery.gov/Pages/home.aspx> to provide information to the public, including access to detailed information on grants and contracts made with ARRA funds.

To ensure transparency and accountability at the state level, Governor Rell issued Executive Order No. 25 to establish multiple levels of oversight and accountability throughout state government to ensure federal stimulus dollars are used prudently and within the strict timeframes mandated under the American Recovery and Reinvestment Act. Under Governor Rell’s Executive Order, all state agencies are required to post detailed information concerning grants and contracts supported by the ARRA funds to the State of Connecticut Recovery website [www.ct.gov/recovery](http://www.ct.gov/recovery).

#### **Federal Funding Source and State of Connecticut Program Structure**

The ARRA appropriates federal funding for the U.S. Department of Energy (DOE) to award formula-based grants to states and local governments under the Energy Efficiency and Conservation Block Grant (EECBG). Each state is eligible to receive funding according to a formula. The State of Connecticut, through the Office of Policy and Management, is receiving \$9,593,500 under the EECBG. Approximately ninety percent of this funding is being used to fund the OPM Municipal Energy Efficiency and Conservation Block Grant program. This is a formula block grant for the 142 Connecticut municipalities that are not eligible to apply for EECBG funds directly through DOE. The 142 municipalities eligible under the OPM Municipal EECBG Program and the funding each municipality is eligible for is listed in Attachment A.

Approximately ten percent of the funding Connecticut will receive under the EECBG Program is being used to fund the Supplemental Regional Bonus Pool Program, a competitive program that all 169 Connecticut municipalities are eligible to apply for. Application instructions for this ‘Bonus Pool’ will be forthcoming.

## **Purpose of EECBG Funds**

The purpose of the EECBG Program is to assist eligible entities in creating and implementing strategies to:

- Reduce fossil fuel emissions in a manner that is environmentally sustainable and, to the maximum extent practicable, maximize benefits for local and regional communities;
- Reduce total energy use of the eligible entities; and
- Improve energy efficiency in the building sector, transportation sector and other appropriate sectors.

## **Program Outcomes**

The DOE has published the following desired outcomes through the use of EECBG funding:

- Increased energy efficiency, reduced energy consumption and reduced energy costs through efficiency improvements in the building, transportation and other appropriate sectors;
- New jobs and increased productivity to spur economic growth and community development;
- Accelerated deployment of market-ready distributed renewable energy technologies, including wind, solar, geothermal, hydropower, biomass and hydrogen technologies;
- Improved air quality and related environmental and health indicators associated with the reduction of fossil fuel emissions;
- Improved coordination of energy-related policies and programs across jurisdictional levels of governance and with other local and community level programs in order to maximize the impact of this program on long-term local priorities;
- Increased security, resilience, and reliability of energy generation and transmission infrastructure;
- Leveraging of the resources of federal, state and local governments, utilities and utility regulators, private sector and non-profit organizations to maximize the resulting energy, economic and environmental benefits; and
- Widespread use of innovative financial mechanisms that transform markets.

## **ARRA: OPM Municipal EECBG**

### **Section II: Program Rules**

#### **Match**

There is no match requirement.

#### **Authorization to Access the OPM Grant Portal (PORTAL)**

**All applicants must register with OPM in order to submit an electronic application through the OPM Grant Portal (PORTAL).** If your municipality hasn't already done so, follow the authorization procedures below.

#### **Authorization Procedure:**

1. Municipality must follow the OPM Grant Portal registration instructions (Attachment B) and return the *Portal Registration* form (Attachment C) to OPM with the name and contact information for up to three authorized users: Chief Elected/Executive Official (CEO), Chief Financial Officer (CFO) and Project Officer (PO). The CEO will have general read-only access rights to the portal. The CFO will be enabled to submit cash

requests. The PO will be enabled to submit application materials, reports and access all other portal functions.

2. OPM will send a confirmation message to each user which will include a **USER ID** along with instructions on creating a unique **Password**.

### **DUNS and CCR Registration Requirements**

#### **All Applicants Must Have a DUNS Number and Active CCR to Receive a Grant**

#### **3. DUNS (Data Universal Numbering System)**

All entities that receive federal funds through the State or directly from a federal agency must have a **DUNS (Data Universal Numbering System)**. The DUNS number must be included on the application and used throughout the grant life cycle. To obtain a DUNS number, please visit federal website <http://fedgov.dnb.com/webform>

#### **4. Central Contractor Registration (CCR)**

In addition to the DUNS number requirement, all applicants must have a **current updated registration** in the federal **Central Contractor Registration (CCR)** database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. To register in the CCR, please visit the federal website: <http://www.ccr.gov/>

**IMPORTANT:** If your agency or organization received federal funds within the past 3-4 years, you may already have a DUNS number and **current** CCR registration -- please check with your Financial Officer.

**OPM will be unable to issue a grant award to any municipality that does not have a DUNS number or an active CCR status.**

### **Use of Funds**

**The DOE has issued 14 eligible activities for use of program funds. For each project submitted as part of the application you will need to indicate which activity category the project falls under.**

As established under the federal EECBG ARRA program, the following activities for use of program funds are allowable. However, given this unique opportunity to update energy infrastructure, the Office of Policy and Management strongly encourages municipalities applying under these programs to use funding for conservation, efficiency and renewable projects as opposed to other activities allowed.

1. Development and/or Implementation of an Energy Efficiency and Conservation Strategy: Entities may use a grant received under this part to develop and/or implement a strategy for energy efficiency and conservation to carry out activities to achieve the purposes of the program.
2. Technical Consultant Services: Towns may retain technical consultant services to assist in the development of an energy efficiency and conservation strategy, including –
  - A. Formulation of energy efficiency, energy conservation and energy usage goals;
  - B. Identification of strategies to achieve those goals through efforts to increase energy efficiency, reduce fossil fuel emissions or reduce energy consumption through investments or by encouraging behavioral changes.
  - C. Development of methods to measure progress in achieving the goals;
  - D. Development and publication of annual reports to the population served describing the strategies and goals and the progress made in achieving them during the

- preceding calendar year;
- E. Other services to assist in the implementation of the energy efficiency and conservation strategy.
3. Residential and Commercial Building Energy Audits: Entities may support the conduct of residential and commercial building energy audits.
  4. Financial Incentive Programs: Entities may establish financial incentive programs and mechanisms for energy efficiency improvements such as energy saving performance contracting, on-bill financing, and revolving loan funds.
  5. Energy Efficiency Retrofits: Grants may be made to nonprofit organizations and governmental agencies for the purpose of retrofitting existing facilities to improve energy efficiency.
  6. Energy Efficiency and Conservation Programs for Buildings and Facilities: Towns may develop and implement energy efficiency and conservation programs for buildings and facilities within their jurisdiction, including-
    - A. Design and operation of the programs;
    - B. The identification of the most effective methods for achieving maximum participation and efficiency rates;
    - C. Public education;
    - D. Measurement and verification protocols; and
    - E. Identification of energy efficient technologies.
  7. Development and Implementation of Transportation Programs: Towns may develop and implement programs to conserve energy used in transportation, including-
    - A. Use of flextime by employees;
    - B. Promoting use of satellite work centers;
    - C. Development and promotion of zoning guidelines or requirements that promote energy efficient development;
    - D. Development of non-highway infrastructure such as bike lanes and pathways and pedestrian walkways;
    - E. Synchronization of traffic signals;
    - F. Other measures that increase energy efficiency and decrease energy consumption such as -
      - Local and regional integrated planning activities with the goal of reducing green house gases and vehicle miles traveled;
      - Incentive programs to reduce commutes by single occupancy vehicles;
      - Improvements in operational and system efficiency of the transportation system such as implementation of intelligent transportation system strategies;
      - Idle-reduction technologies and/or facilities to conserve energy, reduce harmful air pollutants and green house gas emissions from freight movement; and
      - Installation of solar panels on interstate rights-of-way to conserve energy in highway operations and maintenance activities.
  8. Building Codes and Inspections: Entities may develop and implement building codes and inspection services to promote building energy efficiency.
  9. Energy Distribution: Entities may implement distributed energy resource technologies that significantly increase energy efficiency, including –

- A. Distributed resources such as
  - Combined heat and power systems
  - Cogeneration systems
  - Energy storage systems
  - Absorption chillers
  - Desiccant humidifiers
  - Micro turbines
  - Ground source heat pumps
- B. District heating and cooling systems.

10. Material Conservation Programs: Entities may implement activities to increase participation and efficiency rates for material conservation programs, including source reduction, recycling, and recycled content procurement programs that lead to increases in energy efficiency.
11. Reduction and Capture of Methane and Green House Gases: Entities may use grant funds to purchase and implement technologies to reduce, capture, and, to the maximum extent practicable, use methane and other greenhouse gases generated by landfills or similar waste-related sources, such as waste-related sources, such as wastewater treatment plants, operations producing food waste, dairy farms and animal operations.
12. Traffic Signals and Street Lighting: Entities may use funds to replace traffic signals and street lighting with energy efficient lighting technologies, including light emitting diodes; and any other technology of equal or greater efficiency.
13. Renewable Technologies on Government Buildings: Entities may use grant funds to develop, implement, and install on or in any government building of the eligible entity onsite renewable energy technology that generates electricity from renewable resources, including solar energy; wind energy; fuel cells; and biomass.
14. Any Other Appropriate Activity: Entities may submit any other appropriate energy efficiency and conservation activity for approval (OPM will consult with the U.S. DOE to determine if project is appropriate).

### **National Environmental Policy Act (NEPA)**

The DOE must comply with NEPA in disbursing financial assistance grants under the ARRA EECBG. All projects funded with EECBG dollars must be reviewed for environmental impact under NEPA. As such, each project included in an application will be required to include an EF-1 Environmental Checklist form. EF-1 forms will be forwarded by OPM to DOE for NEPA review. **DOE will determine if additional environmental assessment will be required for any of these projects. Grant awards will not be made for any projects until DOE makes this determination.**

### **Funding for Municipal Personnel or Positions**

Grant funds may not be used for general administrative purposes. Grant funds may be used to pay municipal employees for hours spent working directly on the project(s) funded with EECBG grant funds. For example, if your municipality is approved under the grant to use funding for a furnace replacement and a municipal employee is performing the installation, the hours that employee works on the installation can be charged to the EECBG grant funds. Municipalities must implement a system for tracking and documenting the amount of time municipal personnel spend working directly on projects funded by the EECBG grant. Only hours that have been validated by a tracking system will be reimbursable by the grant.

### **Prohibition Against Supplanting of Funds**

**ARRA funds may not be used to supplant local funds, but can be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for energy efficiency and conservation activities.**

Funds from this program may not be used to supplant existing funds. Supplanting is defined as the use of grant funds in place of other funds currently budgeted for an activity and thereby reducing the expenditure of other funds for that activity. Supplanting can also be defined as removing other funds from an activity supported by grant funds with the effect that the activity is not increased or enhanced by the full value of the grant funds applied.

### **Prohibited Uses**

No EECBG funds may be expended outside of the 14 EECBG eligible activity areas. In addition there is a prohibition on the use of EECBG funds for gambling establishments, aquariums, zoos, golf courses or swimming pools.

### **Grantee's Responsibilities**

Each municipality should have designated the person responsible for serving as the ***Grant Project Officer (PO) via the OPM grant administration portal registration process.*** The ***PO is responsible for management and oversight of all components of the grant project including project activities and financial matters. The grant project officer must provide OPM with information on the status of the grant project as well as the status of expenditures relative to the project budget.***

#### **Responsibilities and Duties of the PO:**

- Prepare and submit a grant application and budget to OPM.
- Ensure “on-time” submission of the Progress Reports and Financial Reports.
- Manage the financial and programmatic components of the grant; including oversight and coordination of the fiscal components of the grant.
- Prepare and submit progress and financial reports in accordance with guidelines issued by the Office of Policy and Management and the U.S. Department of Energy.
- Organize, manage and coordinate the operation of the grant project and work in compliance with grant requirements from OPM and U.S. Department of Energy.
- Monitor the use of grant funds for eligible activities approved under the grant award.

### **Accounting Practices**

Although EECBG funds can be used in conjunction with other funding, and leveraging of other funding streams is strongly encouraged, the Grantee must maintain accounting practices to segregate the obligations and expenditures related to the funding under EECBG. Financial and accounting systems must be revised as necessary to segregate, track, maintain and report the EECBG funds apart and separate from other revenue streams.

### **Expenditure Deadline**

**ALL GRANT FUNDS MUST BE OBLIGATED BY THE END OF THE PERIOD OF AWARD AND EXPENDED WITHIN 30 DAYS OF THE GRANT END DATE.**

### **Buy American**

No funds may be used for a project for construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States.

The only exceptions to this rule would be if iron, steel, and relevant manufactured goods are not produced in the United States in sufficient and reasonably available quantities and of

satisfactory quality; or inclusion of iron steel and manufactured goods produced in the United States will increase the cost of the overall project by more than 25 percent.

### **Wage Rates**

All laborers and mechanics employed by the Grantees or Grantees' contractors and subcontractors on projects funded directly by or assisted in whole or part of this funding, shall be paid wages conforming with the federal Davis-Bacon Act requirements at rates not less than those prevailing on projects of a character similar in the locality.

<http://www.dol.gov/esa/whd/programs/dbra/index.htm>

The only exception to this rule is if a Government agency (or a State or political subdivision thereof using Federal money) performs construction work under what is generally known as "force account". In essence, this is a "do-it-yourself" type of construction – the governmental agency receiving the grant decides not to contract out the work but actually performs it "in-house" with its own employees. Such work is not generally subject to Davis-Bacon Act requirements because governmental agencies and States or their political subdivisions are not considered "contractors" or "subcontractors" within the meaning of the Davis-Bacon Act. However, any part of the work not done under "force account" but contracted out is subject to the Davis-Bacon Act and prevailing wage rates.

### **Misuse of Award Funds**

Grantee understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recouping of monies provided under award, and civil and/or criminal penalties.

### **Access to Records**

All grantees must allow OPM, DOE, U.S. Office of the Inspector General (OIG), the U.S. Government Accountability Office (GAO) and their representatives, to have access to and the right to examine all records (including, but not limited to, books, papers, and documents) related to this ARRA EECBG award, including such records of any subrecipient, contractor, or subcontractor.

The recipient also understands and agrees that OPM, DOE, OIG and the GAO are authorized to interview any officer or employee of the recipient (or of any subrecipient, contractor, or subcontractor) regarding transactions related to this ARRA award.

### **False Claims Act and Fraud, Waste and Similar Misconduct**

Grantee shall promptly refer to the U.S. Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor or other person has submitted a false claim under the False Claims act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving those laws.

The OIG address is:  
Office of the Inspector General  
US, Department of Justice  
Investigation Division  
950 Pennsylvania Ave., N.W.  
Room 4706  
Washington, DC 20530-0001

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

hotline: (Contact information in English and Spanish): 800-869-4499

hotline fax: 202-616-9881

Additional information is available from the OIG website at [www.usdoj.gov/oig/](http://www.usdoj.gov/oig/)

### **Protecting State and Local Government and Contractor Whistleblowers**

Grantees must recognize that the ARRA provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evidence of gross mismanagement, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using ARRA funds. For additional information, refer to section 1553 of the ARRA.

Updates, grant documents, forms and other grant-related news will post on [www.ct.gov/opm/recovery](http://www.ct.gov/opm/recovery) and [Connecticut Recovery Initiative](#). In addition, OPM will email information directly to the Project Officer.

## **Section III: Reporting Requirements, Contract Compliance and Penalties**

### **Transparency**

**All files, progress reports, financial reports, documents and data pertaining to the EECBG grant will be posted on federal and state websites for public viewing.** The federal law mandates substantial reporting and documentation of funded activities as well as more intensive monitoring and audit.

Additional sources of ARRA information are available at:  
<http://www.recovery.gov/Pages/home.aspx>, [Connecticut Recovery Initiative](#).

### **Reports**

***Please note that while some reporting requirement information is provided below, specific reporting requirements will be published as part of the actual grant award. Below is a matrix of required reports as of the time this document is being published.***

<b>Name of Report</b>	<b>Frequency</b>	<b>Description</b>	<b>Due Dates</b>
Special Status Report	After Event	Developments that have a significant impact on the project.	Two calendar days after the event.
Financial Reporting	Quarterly, Final	Budget, expenditures etc....	Five days after close of quarter
Management Progress Report	Quarterly	Metrics on energy savings, etc.	Five days after close of quarter
Closeout Reporting	Final	To be determined	30 days after expiration of grant
Annual Reports	Annual	Status of project	One year after effective start date of grant
ARRA Progress Report	Quarterly	Jobs created and retained, related information	Five days after end of quarter
Property Certification Report	Final	Property secured with grant funding	End of grant period

## **Separate Tracking and Reporting of ARRA Funds and Outcomes**

All grantees must track, account for, and report on all funds from this ARRA award, **including specific outcomes and benefits attributable to ARRA funds**, separately from all other funds.

- ARRA funds may be used in conjunction with other funding, and eligible municipalities are encouraged to leverage other funding, but tracking and reporting of ARRA funds must be separate.
- Accordingly, the grantee's accounting systems must ensure that funds from the ARRA award are not commingled with funds from any other source.
- All eligible municipalities receiving EECBG funding must ensure that personnel whose activities are to be charged to the award will maintain timesheets to document hours worked for activities related to this award. Municipalities receiving EECBG funds will also be required to track hours charged to these funds by all subgrantees, and contractors. The municipality will need this information to calculate the number of Full Time Equivalent (FTE) positions retained or created with ARRA funds.

## **Jobs Performance Measures**

As required by the ARRA, all Recovery grantees are to report on two performance measures related to jobs: **1) Number of jobs created, and 2) Number of jobs retained.**

According to the U.S. Office of Management and Budget (OMB)-

- A job created is a new position created and filled or an existing unfilled position that is filled as a result of ARRA; a job retained is an existing position that would not have been continued to be filled were it not for ARRA funding. A job cannot be counted as both created and retained. Only compensated employment in the United States or outlying areas should be counted.
- The estimate of the number of jobs required by ARRA should be expressed as "full-time equivalents" (FTE), which is calculated as total hours worked in jobs created or retained divided by the number of hours in a full-time schedule, as defined by the recipient. The FTE equivalents must be reported cumulatively each quarter.
- Recipients should not attempt to report on the employment impact on materials suppliers and central service providers (so-called "indirect" jobs) or on the local community ("induced jobs"). Employees who are not directly charged to EECBG supported projects/activities, who, nonetheless, provide critical indirect support, e.g., clerical/administrative staff and departmental administrators are NOT counted as jobs created or retained.

## **Compliance Requirements and Penalties**

**Receipt of funds will be contingent on meeting the ARRA reporting requirements.**

- ARRA grant recipients may expect that the information posted by the federal and state agency will identify grantees that are delinquent in their reporting.

- In addition, grant recipients who do not submit required reports by the due date may be subject to restrictions on eligibility for other federal awards, restrictions on draw-down on other federal awards, and suspension or termination of the ARRA award.

### **Recipient and Sub Recipient Obligations**

Recipients and sub recipients of ARRA funds or other Federal financial assistance must comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and a variety of program-specific statutes with nondiscrimination requirements.

Other civil rights laws may impose additional requirements on recipients and sub recipients. These laws include, but are not limited to, Title VII of the Civil Rights Act of 1964 (prohibiting race, color, national origin, religion, and sex discrimination in employment), the Americans with Disabilities Act (prohibiting disability discrimination in employment and in services provided by State and local governments, businesses, and non-profit agencies), and the Fair Housing Act (prohibiting discriminatory housing practices based upon race, color, religion, sex, national origin, disability, or familial status), as well as any other applicable civil rights laws.

## **Section IV: Application Instructions and Forms**

- **Applications Must be Submitted Electronically through the OPM GRANT PORTAL (PORTAL) – SEE ATTACHMENT D FOR A STEP BY STEP TUTORIAL ON APPLICATION SUBMITTAL VIA THE OPM GRANT PORTAL.**
- **Applications Must be Uploaded by the Person Designated as the “Grant Project Officer”. (The System only allows uploads by the USER ID and PASSWORD associated with the Project Officer).**
- **In order to submit this application via our online OPM GRANT PORTAL, you MUST have a PDF viewer/reader software application (e.g., Adobe Reader or similar) installed on your PC to complete this task.**
- **Each project included in the grant application must be submitted to the OPM Grant Portal (PORTAL) as five separate “uploads” (AN APPLICATION WILL ONLY BE CONSIDERED COMPLETE AND READY FOR OPM REVIEW WHEN ALL REQUIRED UPLOADS ARE SUBMITTED):**
  - 1) **Project Information Narrative (one for each project – Upload PDF documents to PORTAL)**
  - 2) **Project Activity Information (one for each project in the application – fill in screen in PORTAL)**
  - 3) **National Environmental Policy Act (NEPA) EF-1 checklist form (one for each project in the application - Upload PDF documents to PORTAL)**
  - 4) **Project Budget (one for each project in the application – PDF fillable form in PORTAL)**

**5) Bylaws or resolution authorizing signatory authority and the submittal statement for the grant. (Upload PDF document to PORTAL)**

- **Any change after grant has been awarded will require re-submittal, full review and issuance of a revised grant award.**

**1. Instructions for Preparing the “Project Information Narrative”**

- The Narrative must be prepared as an electronic text document using word processing software.
- All grant text documents must be converted to PDF file format (.pdf) so that they can be uploaded into the PORTAL:
  - STEP #1: First convert the word processing document using PDF conversion software (.pdf)
  - STEP #2: "SAVE" the PDF file to your hard drive. (Remember where you put it!)
- Navigate to the document upload page.
- Upload the Narrative PDF file (.pdf) from your hard drive into the OPM Grant Portal (PORTAL). Upload instructions will be posted on the portal.

**Format Requirements:**

- PDF file format (.pdf)
- Double spaced
- One inch margins
- 10-12 point font
- Page numbers
- Printable to “letter” size
- Label the top of every page with: YOUR TOWN NAME, PROJECT NAME, Recovery EECBG Information Project Narrative

**Applicants must complete each of the following sections for the project narrative. It is the responsibility of the applicant to ensure that the narrative is complete. Please be sure to number each page of the narrative.**

- 1) Provide a project summary describing what the project is and where it will be implemented.**
- 2) Describe how the project supports and/or enhances the desired federal outcomes as articulated by DOE (see page 5 of instructions for outcomes).**
- 3) Describe how the project in this application will sustain benefits to the local community beyond the grant period.**
- 4) Include a proposed project timeline in the format below (*Note: A Milestone/Event could be a percentage of project completion, ground breaking or any other marker determined by the applicant*).**

- 5) Indicate what the total cost for this project is inclusive of the EECBG formula grant funds plus any other funds being used for the project. If dollars other than the EECBG Formula funds are being utilized, indicate the source(s) and amount(s) of these funds. *(Please note that budget sheet submitted as part of this application should reflect only the funds to be received under the EECBG formula grant.)*

DATE	MILESTONE/EVENT

- 6) For activities that involve buildings listed on the National Register of Historic Places, or buildings that may be eligible for listing, please provide the age of the building and documentation of a historic preservation plan and/or documentation relative to communication you may have already conducted with the State Historic Preservation Officer (SHPO) regarding the building and project. The State of Connecticut’s Historic Preservation Officer is located at the Connecticut Commission on Culture & Tourism, contact Mary Dunn at (860) 256-2756 or [Mary.Dunn@ct.gov](mailto:Mary.Dunn@ct.gov). (Please note that the U.S. DOE will only consider the applicant in compliance with Section 106 of the National Historic Preservation Act (NHPA) when adequate background documentation has been submitted and has provided written concurrence that the SHPO does not object to its Section 106 determination. Information on Section 106 can be found at the Advisory Council of Historic Preservation, <http://www.achp.gov/work106.html>.)
- 7) Please indicate if this project will generate a waste stream. For activities that will generate a waste stream, describe the waste and your methodology for waste handling and disposal. For example, would window glass be recycled or disposed of in a local sanitary waste facility? How would mercury or sodium vapor lamps be disposed of? How will potentially hazardous material (e.g. asbestos containing materials, PCB’s, etc...) be handled and disposed of?

## **2. Instructions for filling out Project Activity Information**

- The Project Activity Information will be filled out on screen in the PORTAL. Information you are required to fill out:
  - Project Name
  - Jobs Created (See page 12 of these instructions under Jobs Performance Measures for explanation of jobs calculations)
  - Jobs Retained (See page 12 of these instructions under Jobs Performance Measures for explanation of jobs calculations)
  - Energy Saved (This is an estimate and is to be reported in million BTUs or MMBTU. If your project will save 10 million BTUs, you will input the number 10. This field will not accept decimals. Please round up or down to the nearest MMBTU.)

- Renewable Energy Generated (This is an estimate and is to be reported in million BTUs or MMBTU. If your project will generate 10 million BTUs in renewable energy, you will input the number 10. This field will not accept decimals. Please round up or down to the nearest MMBTU.)
- Green House Gas Reduction (tons)
- Select which federal eligible activity this project falls under

### **3. Instructions for preparing the National Environmental Policy Act (NEPA) EF-1 checklist from:**

An EF-1 must be submitted for each project included in the application.

- The EF-1 must be prepared as an electronic text document using word processing software (Word version of the EF-1 has been e-mailed to you as a companion document to these instructions and is also available on the OPM website at <http://www.ct.gov/opm/cwp/view.asp?a=2994&q=437162> ).
- All grant text documents must be converted to PDF file format (.pdf) so that they can be uploaded into the PORTAL:
  - STEP #1: First convert the word processing document using PDF conversion software (.pdf)
  - STEP #2: "SAVE" the PDF file to your hard drive. (Remember where you put it!)
- Navigate to the document upload page.
- Upload the EF-1 PDF file (.pdf) from your hard drive into the OPM Grant Portal (PORTAL). Upload instructions will be posted on the portal.

#### **Format Requirements:**

- PDF file format (.pdf)
- Double spaced
- One inch margins
- 10-12 point font
- Page numbers
- Printable to "letter" size
- Label the top of every page with: **YOUR TOWN NAME, PROJECT NAME, Recovery EECBG EF-1 Form**

**It is the responsibility of the applicant to ensure that the EF-1 checklist form is complete. Please be sure to number each page of the form.**

**U.S. DEPARTMENT OF ENERGY  
GOLDEN FIELD OFFICE**



**ENVIRONMENTAL CHECKLIST**

**(To Be Completed by Potential Recipient)**

The Department of Energy (DOE) is required by the National Environmental Policy Act (NEPA) of 1969 as amended (42 U.S.C. 4332(2), 40 CFR parts 1500-1508) and DOE implementing regulations (10 CFR 1021) to consider the environmental effects resulting from federal actions, including providing financial assistance. Please provide the following information to facilitate DOE's environmental review. DOE needs to evaluate the requested information as part of your award negotiation.

***PART I: General Information***

Project  
Title: \_\_\_\_\_

Solicitation Number: DE-FOA-0000013

1. Please describe the intended use of DOE funding in your proposed project. For example, would the funding be applied to the entire project or only support a phase of the project? Describe the activity as specifically as possible, i.e. planning, feasibility study, design, data analysis, education or outreach activities, construction, capital purchase and/or equipment installation or modification.
  
2. Does any part of your project require review and/or permitting by any other federal, state, regional, local, environmental, or regulatory agency?  Yes  No  
If yes, please provide a list of required reviews and permits in the appropriate item number in Part II.
  
3. Has any review (e.g., NEPA documentation, permits, agency consultations) been completed?  Yes  No  
If yes, is a finding or report available and how can a copy be obtained?
  
4. Is the proposed project part of a larger scope of work?  Yes  No If yes, please describe.  
  
Do you anticipate requesting additional federal funding for subsequent phases of this project?  Yes  No  
If yes, please describe.
  
5. Does the scope of your project **only** involve one or more of the following:  
 Information gathering such as literature surveys, inventories, audits,  
 Data analysis including computer modeling,  
 Document preparation such as design, feasibility studies, analytical energy supply and demand studies, or  
 Information dissemination, including document mailings, publication, distribution, training, conferences, and informational programs.

If the scope of your project is **limited to** the block(s) checked above, please skip to Part III, otherwise, continue to Part II.

## PART II: Environmental Considerations

**Table A.** Please indicate if any of the following conditions or special areas is present, required, or could be affected by your project:

Item No.	Description	Yes/No	Specific nature or type of activity or condition. If a consultation, approval, or permit applies, please describe.
1	<a href="#">Clearing or Excavation</a> (indicate if greater than 1 acre)		
2	<a href="#">Dredge and/or Fill</a> . Specify the number of acres involved.		
3	<a href="#">New or Modified Federal/State Permits</a> And/or Requests for Exemptions		
4	<a href="#">Pre-Existing Contamination</a>		
5	<a href="#">Asbestos</a>		
6	<a href="#">Criteria Pollutants</a>		
7	<a href="#">Non-Attainment Areas</a>		
8	<a href="#">Class I Air Quality Control Region</a>		
9	<a href="#">Navigable Air Space</a>		
10	<a href="#">Areas with Special Designation</a> (e.g., National Forests, Parks, Trails)		
11	<a href="#">Prime, Unique or Important Farmland</a>		
12	<a href="#">Archeological/Cultural Resources</a>		
13	<a href="#">Threatened/Endangered</a> Species and/or Critical Habitat		
14	<a href="#">Other Protected Species</a> (Wild Burros, Migratory Birds)		
15	<a href="#">Floodplains</a>		
16	<a href="#">Special Sources of Groundwater</a> (e.g., Sole Source Aquifer)		
17	<a href="#">Underground Extraction/Injection</a> (non-hazardous substances)		
18	<a href="#">Wetlands</a>		
19	<a href="#">Coastal Zones</a>		
20	<a href="#">Public Issues or Concerns</a>		
21	<a href="#">Noise</a>		
22	<a href="#">Depletion of a Non-Renewable Resource</a>		

23	<a href="#">Aesthetics</a>		
----	----------------------------	--	--

**Table B.** Would your project use, disturb, or produce any chemicals or biological substances? (i.e., pesticides, industrial process, fuels, lubricants, bacteria) If not, skip to Section C.

Please indicate if any of the materials or processes listed below applies.

Item No.	Description	Yes/No	Quantity	Permit required? Type?	<i>Specific type, use, or condition</i>
1	<a href="#">Polychlorinated Biphenyls (PCBs)</a>				
2	<a href="#">Import, Manufacture, or Processing of Toxic Substances</a>				
3	<a href="#">Chemical Storage, Use, and Disposal</a>				
4	<a href="#">Pesticide Use</a>				
5	<a href="#">Hazardous, Toxic, or Criteria Pollutant Air Emissions</a>				
6	<a href="#">Liquid Effluent</a>				
7	<a href="#">Underground Extraction/Injection</a> (hazardous substances)				
8	<a href="#">Hazardous Waste</a>				
9	<a href="#">Underground Storage Tanks</a>				
10	<a href="#">Biological Materials</a> . Indicate if genetically altered materials are involved.				

**Table C.** Would your project require or produce any radiological materials? If not, skip to Part III. Please indicate if any of the materials listed below applies.

Item No.	Description	Yes/No	Quantity	Permit required? Type?	Specific nature of use
1	<a href="#">Radioactive Mixed Waste</a>				
2	<a href="#">Radioactive Waste</a>				
3	<a href="#">Radiation Exposures</a>				

### Part III: Contact Information

Please provide the name of the preparer of this form and a contact person who can answer questions or provide additional information.

Preparer \_\_\_\_\_ Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Contact \_\_\_\_\_ Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

## **4. Instructions for preparing the Budget**

***Please note that this budget sheet must reflect only the funds to be received under the EECBG formula grant for this project. Additional funding sources should not be reflected in this budget form.***

- The Budget for the EECBG must be submitted on-line, through an interactive "fillable" PDF (.pdf) form.
- You **MUST** have a PDF viewer/reader software application (e.g., Adobe Reader or similar) installed on your PC to complete this task.
- If you require assistance with PDF software installation, please check with your IT administrator. If you do not have an IT administrator (or similar), please determine if you can get help from any available local resources (e.g. local library, etc.).
- The Budget submittal process is a timed application. Your access to the on-line budget form will "time out" in approximately 20 minutes. If this task is not completed **within 20 minutes**, your information will be lost and you will have to restart the process.
- Therefore, **please use the blank Worksheet form** (also a .pdf file), which is downloadable from the Budget web page **to DRAFT your budget off-line - in its entirety** - before attempting to submit your budget through the on-line portal.
- Once the DRAFT budget worksheet is completed, select the link "**Click here to submit a Budget**" and the **on-line PDF budget form** will appear on screen. Use the standard Windows "Cut and Paste" operation to transfer numbers and text from your DRAFT budget form to the FINAL, on-line fillable budget form. (When cutting and pasting into the 'Federal Funds' column, make sure the pre-populated '00.0' is grayed out before pasting into the field. This can be done by double clicking in the field, by tabbing into the field from the field directly to the left or by clicking and highlighting the zero.) This task must be done in 20 minutes, or less.
- When completed, select the "Submit" button on page 3 to upload the budget document. Once submitted, your budget document is not accessible for revisions. It can be viewed, but not changed.
- Should a revision be required, the budget document must be reviewed by OPM staff before another version of the document can be uploaded.

- To Print a copy of your submitted budget, select the link "Click here to view Budget PDF", and use the normal Print function of the software to print a copy.

**All budget items should relate directly to the scope of activities and services described in the "Project Information Narrative".**

**A. Personnel**

When providing information in **Personnel Line Item**, list the following for each position being charged to the grant (***Fringe can not be charged to the grant***):

- Job Title
- Function (Describe as it relates to the project(s) )
- Pay Rate
- Time to be charged (# of hours or # of days)

**Example**

<b>A. Personnel</b>			
<b>Job Title</b>	<b>Job Function</b>	<b>Calculation</b>	<b>Federal Funds</b>
Municipal Plumber	Boiler Installation	\$35/hour X 10 hours/week X 2 weeks = \$700	\$700

"Personnel" expenses may include the costs to implement the grant funded activities, but can not include costs to administer the grant. These include costs to:

- Personnel to implement grant funded services and activities.
- Grant funds shall not be used to supplant existing funds that support current positions and duties.

**Note: Personnel time and attendance records must be kept for auditing purposes.**

**B. Travel and Training Expenses**

- Includes costs to attend training, seminars or workshops (mileage, subsistence, registration or tuition costs).
- Includes mileage for grant project staff to conduct grant related activities or provide services.
- Mileage expenses should be those normally allowed by the applicant agency, but must not exceed federal rates. The amount allowed per mile by the applicant agency must be stated on the budget itemization.
- Costs for attending training should be included here. However, costs for conducting a training event should be included in Category G. Other.

**Note: Records of travel expenditures must be kept on file for auditing purposes.**

**Example:**

<b>B. Travel and Training</b>		
<b>Travel Description</b>	<b>Travel Calculation</b>	<b>Federal Funds</b>
Attend Photovoltaic Installation Workshop	45 cents/mile X 50 miles/week X 6 weeks= \$135, \$100 Registration fee	\$235

**C. Equipment Purchases**

List all proposed equipment and the amount per unit (e.g. boilers @ \$2,000 each). The costs for each item should include taxes (if applicable), delivery, installation, and all other related charges, except the leasing or rental of equipment, which should be entered in Budget Category E, Consulting and Contractual. Detailed inventory records must be maintained on all equipment to allow for the exercise of proper controls and to expedite the grantee's filing of reports during and at the expiration of the period of award.

**Note:** Equipment with an initial purchase price of less than \$25 per item should be listed in Section D, Supplies.

**Example**

Description	Quantity	Unit Price	Federal Funds
Energy Efficient Replacement Windows	20	\$500	\$10,000

**D. Supplies**

Enter the item, quantity and total purchase price. Consumable expenses include office supplies, postage, and reproduction and printing costs. Include equipment items with an initial purchase price of less than \$25 per item. Enter supplies total.

**E. Consulting and Contractual**

- Contractual agreements are arrangements in which there is a written agreement specifying the provision of goods and services in exchange for financial reimbursement. Enter the type of service to be purchased and the fee or rate of payment intended.
- Describe the type of goods or services, cost, and duration of contract. **Scope of services and deliverables must be described in greater detail in the "Project Narrative".**

**Example:**

**Contractual & Consulting**

Type of Good or Service	Calculation	Duration	Federal Funds
XYZ Consulting – development of municipal conservation strategy	\$200/hour x 100 hours	Jan. 2010 – December 2010	\$20,000
XYZ Plumbing – Furnace installation	\$75/hour x 10 hours	Jan. 2010 – Feb. 2010	\$750

**F. Facilities:** Indicate the actual cost of any rented or leased space, whether for office, residence or any other purpose.

**G. Other**

Use the Other category for line items that cannot be assigned to another category (**Personnel fringe costs can not be charged to this grant**).

## **5. Instructions for preparing the bylaws or resolution authorizing signatory authority and the submittal statement for the grant.**

There is no prescribed format for the bylaws or resolution document. The document must satisfy the following Office of Policy and Management requirements:

In order to receive a grant from OPM, municipalities are required to provide an up-to-date certified resolution passed by the municipality's governing board, e.g., town or city council, etc. The resolution must indicate that the municipal officer who signs the grant award is specifically authorized to do so.

In addition to the bylaws or resolution authorizing the municipal official to sign the application, a signed statement submitting the application must be provided. The following is an example of such a statement:

**“I \_\_\_\_\_, as authorized representative for the Town of \_\_\_\_\_ submit this application for funding under the Office of Policy and Management Municipal Energy Efficiency and Conservation Block Grant and understand that funding under this program is from Connecticut’s allocation of funds under the American Recovery and Reinvestment Act Energy Efficiency and Conservation Block Grant. I attest to the truthfulness of all information provided to the Office of Policy and Management in this application.”**

**Signed: \_\_\_\_\_ DATE: \_\_\_\_\_**

The Chief Elected or Executive Official (consistent with the individual designated as such for the PORTAL) is usually the individual with signatory authority unless through resolution of the town’s legislative body, signatory authority has been given to someone else.

- The bylaws or resolution and the submittal statement must be prepared as electronic text documents using word processing software.
- All grant text documents must be converted to PDF file format (.pdf) so that they can be uploaded into the PORTAL **(The bylaws or resolution and the submittal statement must be saved as one PDF file and uploaded to the Portal as one file):**
  - STEP #1: First convert the word processing documents using PDF conversion software (.pdf)
  - STEP #2: "SAVE" the PDF files to your hard drive. (Remember where you put them!)
- Navigate to the document upload page.
- Upload the bylaws/resolution and submittal statement PDF files (.pdf) from your hard drive into the OPM Grant Portal (PORTAL). Upload instructions will be posted on the portal.

**Attachment A - Grant Application Package**

## American Recovery and Reinvestment Act

## OPM Municipal Energy Efficiency and Conservation Block Grant

TOWN	Grant Amount
Andover	\$34,211
Ansonia	\$78,713
Ashford	\$37,894
Avon	\$75,189
Barkhamsted	\$35,612
Beacon Falls	\$41,708
Berlin	\$83,647
Bethany	\$41,117
Bethel	\$78,609
Bethlehem	\$35,276
Bloomfield	\$84,918
Bolton	\$39,814
Bozrah	\$32,077
Branford	\$108,926
Bridgeport	<b>Direct Grant from DOE</b>
Bridgewater	\$30,455
Bristol	<b>Direct Grant from DOE</b>
Brookfield	\$72,525
Brooklyn	\$47,835
Burlington	\$51,474
Canaan	\$28,168
Canterbury	\$39,768
Canton	\$54,205
Chaplin	\$32,320
Cheshire	\$108,489
Chester	\$36,102
Clinton	\$64,316
Colchester	\$69,867
Colebrook	\$29,427
Columbia	\$40,436

Cornwall	\$29,285
Coventry	\$60,303
Cromwell	\$64,241
Danbury	<b>Direct Grant from DOE</b>
Darien	\$83,624
Deep River	\$38,531
Derby	\$61,004
Durham	\$46,419
East Granby	\$39,831
East Haddam	\$50,632
East Hampton	\$61,334
East Hartford	<b>Direct Grant from DOE</b>
East Haven	\$107,907
East Lyme	\$79,119
East Windsor	\$55,742
Eastford	\$30,180
Easton	\$46,329
Ellington	\$66,772
Enfield	<b>Direct Grant from DOE</b>
Essex	\$44,554
Fairfield	<b>Direct Grant from DOE</b>
Farmington	\$97,633
Franklin	\$30,476
Glastonbury	\$121,044
Goshen	\$34,173
Granby	\$57,474
Greenwich	<b>Direct Grant from DOE</b>
Griswold	\$57,981
Guilford	\$89,783
Haddam	\$47,586
Hamden	<b>Direct Grant from DOE</b>
Hampton	\$31,133
Hartford	<b>Direct Grant from DOE</b>
Hartland	\$31,014
Harwinton	\$41,111
Hebron	\$51,732

Kent	\$33,548
Killingly	\$76,281
Killingworth	\$43,656
Lebanon	\$46,294
Ledyard	\$68,715
Lisbon	\$37,176
Litchfield	\$50,108
Lyme	\$31,011
Madison	\$79,417
Manchester	<b>Direct Grant from DOE</b>
Mansfield	\$97,054
Marlborough	\$43,390
Meriden	<b>Direct Grant from DOE</b>
Middlebury	\$45,999
Middlefield	\$37,300
Middletown	<b>Direct Grant from DOE</b>
Milford	<b>Direct Grant from DOE</b>
Monroe	\$81,180
Montville	\$82,171
Morris	\$31,790
Naugatuck	\$117,459
New Britain	<b>Direct Grant from DOE</b>
New Canaan	\$82,593
New Fairfield	\$65,828
New Hartford	\$44,505
New Haven	<b>Direct Grant from DOE</b>
New London	\$100,062
New Milford	\$107,348
Newington	\$110,765
Newtown	\$102,573
Norfolk	\$29,784
North Branford	\$66,714
North Canaan	\$34,706
North Haven	\$94,500
North Stonington	\$40,092
Norwalk	<b>Direct Grant from DOE</b>

Norwich	<b><i>Direct Grant from DOE</i></b>
Old Lyme	\$46,381
Old Saybrook	\$55,517
Orange	\$64,997
Oxford	\$61,273
Plainfield	\$69,737
Plainville	\$74,784
Plymouth	\$59,779
Pomfret	\$37,060
Portland	\$52,615
Preston	\$39,194
Prospect	\$51,851
Putnam	\$51,906
Redding	\$50,597
Ridgefield	\$94,124
Rocky Hill	\$79,460
Roxbury	\$31,715
Salem	\$36,878
Salisbury	\$36,545
Scotland	\$29,995
Seymour	\$72,024
Sharon	\$33,750
Shelton	<b><i>Direct Grant from DOE</i></b>
Sherman	\$36,901
Simsbury	\$93,507
Somers	\$56,417
South Windsor	\$100,112
Southbury	\$81,979
Southington	<b><i>Direct Grant from DOE</i></b>
Sprague	\$33,632
Stafford	\$59,127
Stamford	<b><i>Direct Grant from DOE</i></b>
Sterling	\$35,786
Stonington	\$78,114
Stratford	<b><i>Direct Grant from DOE</i></b>
Suffield	\$68,735

Thomaston	\$47,638
Thompson	\$51,729
Tolland	\$67,365
Torrington	<b>Direct Grant from DOE</b>
Trumbull	\$125,628
Union	\$27,175
Vernon	\$110,767
Voluntown	\$32,563
Wallingford	<b>Direct Grant from DOE</b>
Warren	\$29,007
Washington	\$35,630
Waterbury	<b>Direct Grant from DOE</b>
Waterford	\$79,365
Watertown	\$89,074
West Hartford	<b>Direct Grant from DOE</b>
West Haven	<b>Direct Grant from DOE</b>
Westbrook	\$44,163
Weston	\$54,535
Westport	\$101,756
Wethersfield	\$99,651
Willington	\$42,776
Wilton	\$76,295
Winchester	\$56,122
Windham	\$93,562
Windsor Locks	\$61,169
Windsor	\$108,260
Wolcott	\$72,508
Woodbridge	\$51,642
Woodbury	\$52,954
Woodstock	\$48,709
<b>Totals</b>	<b>\$8,486,599</b>

## Attachment B – Grant Application Package

### State of Connecticut, Office of Policy and Management American Recovery and Reinvestment Act Municipal Energy Efficiency and Conservation Block Grant

#### OPM Grant Portal (PORTAL) – Registration Instructions

##### A. General Instructions:

Fill out the attached OPM Password Authorization Form (Excel Format) and Email it to [opm.eecbgrecovery@ct.gov](mailto:opm.eecbgrecovery@ct.gov).

##### B. Towns That Have Previously Registered for Portal Access for the OPM JAG Program:

- Chief Elected/Executive Official:
  - It is not necessary to fill in information for the Chief Elected/Executive Official. If the CEO has already been registered for portal access under the JAG, he/she will have access to the EECBG programs via the portal as well.
- Chief Financial Officer:
  - If the same individual that has been designated as the CFO under the JAG will also act as the CFO under the EECBG grant(s), it is not necessary to fill in information for the CFO. The User ID assigned via the JAG registration process will allow the CFO EECBG portal access to financial forms. If a different CFO will oversee the financials for EECBG then that person's information must be filled out on the Password Authorization Form.
- Project Officer:
  - You must register the PO via the OPM Password Authorization Form. This is so even if it is the same individual already registered as the PO for the JAG grant. The PO will be assigned a unique User ID for energy grants on the portal allowing full access rights to energy grants under that assigned User ID.

##### C. Towns Are Registering for Portal Access for the First Time:

- Chief Elected/Executive Official:
  - You must designate a CEO and register for portal access.

- Chief Financial Officer:
  - You must designate a CFO and register for portal access.
  
- Project Officer:
  - You must designate a PO and register for portal access.

***Note:** If the same person is going to be the CFO and PO, or even the CEO, CFO and PO, please put that individual's information in each of the rows for those titles. Also, note that the individuals registered for EECBG portal access will be designated as such for both the Municipal Energy Efficiency and Conservation Program (formula grant) and the Supplemental Regional 'Bonus Pool' Program (competitive grant). It is not necessary to submit portal registration for each EECBG grant that you are applying for.*

**Attachment C - Grant Application Package**

**Office of Policy and Management, OPM Grant Portal (PORTAL), Password Authorization Form**  
American Reinvestment & Recovery Act, Municipal Energy Efficiency and Conservation Block Grant

**NOTE:** For phone and fax numbers please format with only hyphens between the area code, prefix and suffix as shown in the example. Please do not use parenthesis, brackets or other.

*Do Not Change the Column or Row Headings or Registration for Portal Access Will Not Be Successful*

Position	TOWN	PREFIX	FIRST_NAME	MI	LAST_NAME	SUFFIX	TITLE	ADDRESS 1	ADDRESS 2	P_TOWN	STATE	ZIP	PHONE	PHONE EXTENSION	FAX	EMAIL
EXAMPLE	Hartford	The Honorable	John	Q.	Smith	Jr.	First Selectman	12345 Main St.	P.O. Box 123	Hartford	CT	6106	860-555-7305		860-555-7535	johnsmith@ctcitytown.org

Chief Elected or Executive Official

Chief Financial Officer

Project Officer

## **Attachment D**

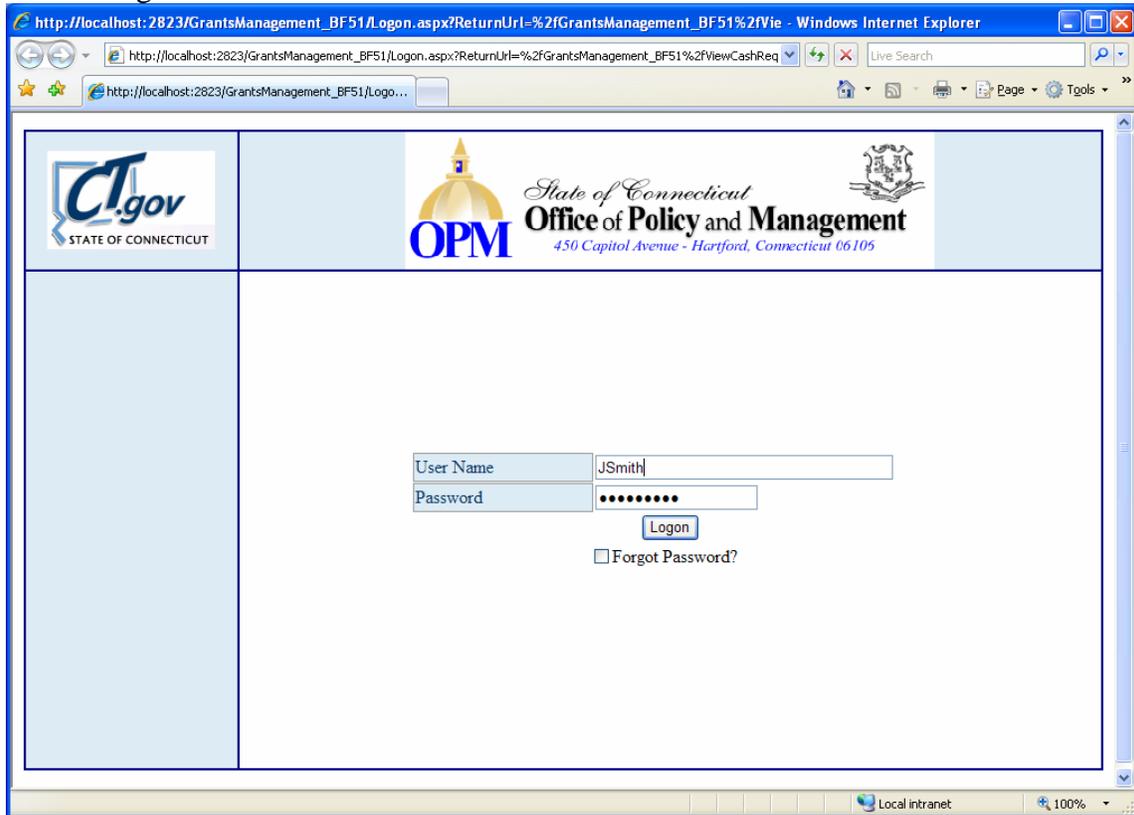
### **Office of Policy and Management Grant Portal (PORTAL) Instruction Tutorial**

#### **American Recovery and Reinvestment Act 2009: Office of Policy and Management Municipal Energy Efficiency and Conservation Block Grant**

This attachment is a step by step tutorial on how to submit an application for the Office of Policy and Management Municipal Energy Efficiency and Conservation Block Grant electronically using the OPM Grant Portal. Please read all application instructions prior to using this grant portal tutorial to make application. **Please note that an application will only be considered complete and ready for OPM review when all required uploads have been received.**

## Grant Portal Application Steps:

1. To access the portal go to <https://www.appsvcs.opm.ct.gov/opmgrantsportal/> (There is also a link from the OPM 'Recovery' website EECEBG page) and click on Login.
2. From the Login, input user name (as issued by OPM). A default password (password1) will automatically be populated in the password field. Click the Logon button.

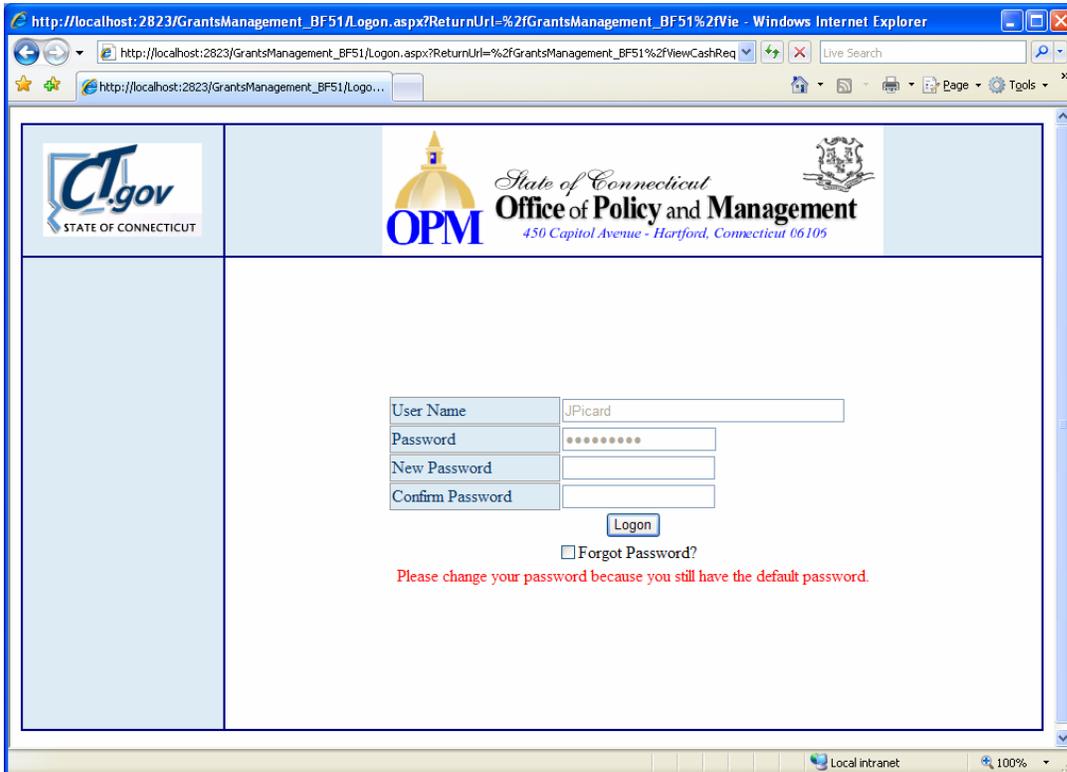


The screenshot shows a web browser window displaying the login page for the OPM Grant Portal. The browser's address bar shows the URL: [http://localhost:2823/GrantsManagement\\_BF51/Logon.aspx?ReturnUrl=%2fGrantsManagement\\_BF51%2fViewCashReq](http://localhost:2823/GrantsManagement_BF51/Logon.aspx?ReturnUrl=%2fGrantsManagement_BF51%2fViewCashReq). The page header includes the CT.gov logo, the OPM logo, and the State of Connecticut Office of Policy and Management logo. The main content area contains a login form with the following elements:

User Name	JSmith
Password	*****

Below the password field is a  button and a  Forgot Password? link.

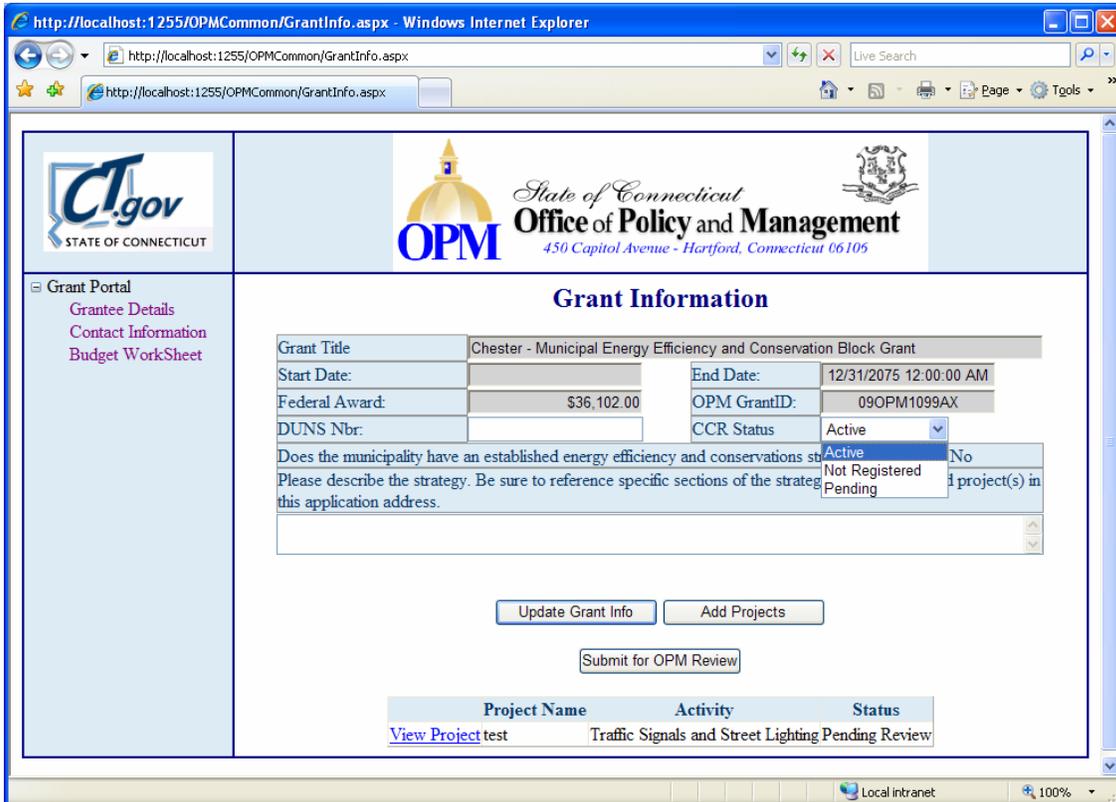
3. The first time you log on the default password will need to be changed. Choose your own password enter it in the 'New Password' field and re-enter it in the 'Confirm Password' field. If you forget your password the next time you log in Click 'Forgot password?'. The system will allow you to re-establish any password you wish to use. Click 'Logon'.



- You will now be at the 'Grants' screen. This will show pre-populated information regarding your town's formula block grant including a Grant ID, the title of the grant, the formula award amount and the status of your grant application. From this screen press 'Select' located to the left of this information. This will take you to the 'Grant Information' Screen.



- At the 'Grant Information Screen' you will need to fill in the 'DUNS Nbr' Field and select the CCR Status from the drop down menu. The CCR status is to indicate if your town's registration with the federal Central Contract Registration is 'Active', 'Not Registered' or 'Pending'. You will then need to answer 'Does the municipality have an established energy efficiency and conservation strategy?' If you answer 'Yes' the system will ask you to indicate how the project(s) in your application support this strategy (if no, depending on the project(s) included in your application, you may be required to adopt one prior to grant award. OPM will notify you if this is necessary). After filling this information in click the 'Update Grant Info' button. After updating the grant information you will be ready to add a project(s) to your application. To do this, click the 'Add Projects' button (if you already had a project entered but wished to add or change information you would click on 'View Project'). This will take you to the 'Project Details' screen.



- At the 'Project Details' screen you will need to fill in all of the required information: 'Project Name', 'Jobs Created', 'Jobs Retained', 'Energy Saved', 'Renewable Energy Generated', 'GHG Reduction', and choose the Federal Activity Code this project is Categorized under (drop down menu). When you have filled in all of this information press the 'Continue' button. You will then get a message that the 'Project was added successfully'. Then press the 'Continue' button.

http://localhost:2632/EnergyGrants/ProjectDetails.aspx?f=A&from=P - Windows Internet Explorer

http://localhost:2632/EnergyGrants/ProjectDetails.aspx?f=A&from=P

CT.gov STATE OF CONNECTICUT

OPM State of Connecticut Office of Policy and Management 450 Capitol Avenue - Hartford, Connecticut 06105

Grant Portal  
 Grantee Details  
 Contact Information  
 Budget WorkSheet

### Project Details

Project Name	Project 2		
Jobs Created	0	Jobs Retained	0
Energy Saved(MMBTU)	100000000	Renewable Energy Gen'd(MMBTU)	200000000
GHG Reduction(tons)	0		
Fed. Activity Code:	Development/Implementation of an Energy Efficiency and Conservation Strategy		

Make a selection  
 Development/Implementation of an Energy Efficiency and Conservation Strategy  
 Technical Consultant Services  
 Residential and Commercial Building Energy Audits  
 Financial Incentive Programs  
 Energy Efficiency Retrofits  
 Energy Efficiency and Conservation Programs for Buildings and Facilities  
 Development and Implementation of Transportation Programs  
 Building Codes and Inspections  
 Energy Distribution  
 Material Conservation Programs  
 Reduction and Capture of Methane and Green House Gases  
 Traffic Signals and Street Lighting  
 Renewable Technologies on Government Buildings  
 Any Other Appropriate Activity

Done

start EnergyG... Inbox - ... Adobe Li... Google... 7:14 AM

http://localhost:1255/OPMCommon/ProjectDetails.aspx?f=a - Windows Internet Explorer

http://localhost:1255/OPMCommon/ProjectDetails.aspx?f=a

CT.gov STATE OF CONNECTICUT

OPM State of Connecticut Office of Policy and Management 450 Capitol Avenue - Hartford, Connecticut 06105

### Project Details

Project Name	Project One		
Jobs Created	25	Jobs Retained	0
Energy Saved(MMBTU)	1000000	Renewable Energy Gen'd(MMBTU)	200000
GHG Reduction(tons)	0		
Fed. Activity Code:	Energy Distribution		

Continue

ProjectDetails.aspx?f=a Local intranet 100%

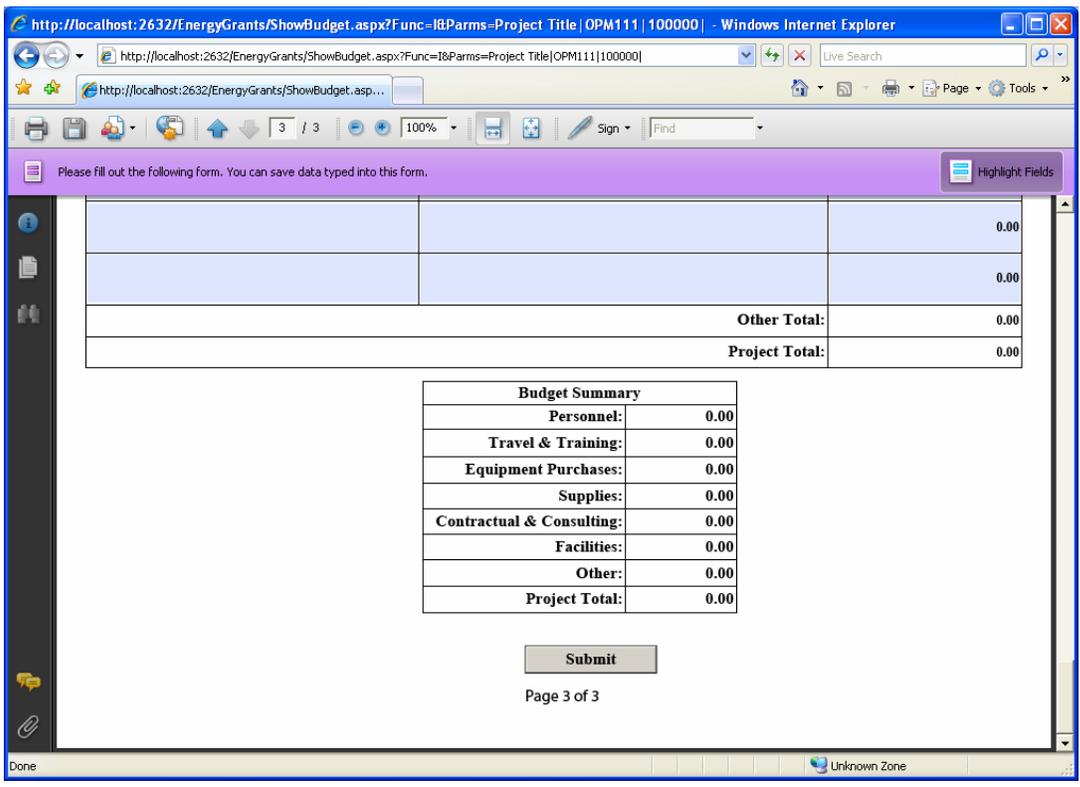
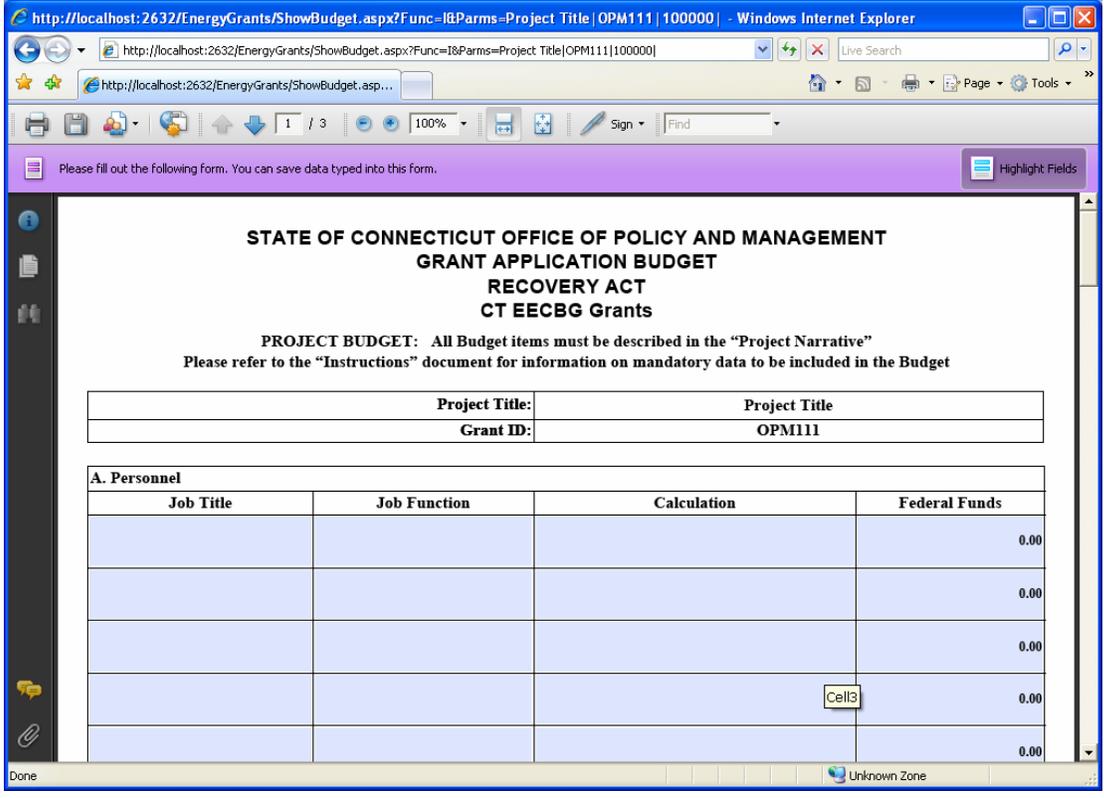
7. After pressing 'continue' one of two things will happen (see A & B below):
- A) If the Federal Activity Code you chose has sub-categories, a screen titled 'Activity Details' will appear. Check all those details that are applicable to your project, then press the 'Continue' button. This will take you to the 'Upload Files' page.
  - B) If the Federal Activity Code you chose does not have subcategories the 'Upload Files' page will appear.

The screenshot shows a web browser window with the following content:

- Header:** CT.gov logo on the left, and OPM logo with the text "State of Connecticut Office of Policy and Management" and "450 Capitol Avenue - Hartford, Connecticut 06105" on the right.
- Section Title:** "Activity Details" in bold blue text.
- Instruction:** "Check any choices that are applicable."
- Form Elements:**
  - A .formulation of energy efficiency, energy conservation and energy usage goals
  - B .identification of strategies to achieve those goals through efforts to increase energy efficiency, reduce fossil fuel emissions or reduce energy consumption through investments or by encouraging behavioral changes
  - C .development of methods to measure progress in achieving the goals
  - D .development and publication of annual reports to the population served describing the strategies and goals and the progress made in achieving them during the preceding calendar year
  - E .other services to assist in the implementation of the energy efficiency and conservation strategy
- Button:** A "Continue" button at the bottom center.

8. At the 'Upload Files' page you may choose either 'Submit a budget' or 'Upload Documents' from the drop down menu. We'll select 'Submit a Budget'. Then click the 'Click here to SubmitBudget' link. The fillable budget PDF will appear. Remember, filling out the budget is a timed operation. If you do not complete this task in 20 minutes your information will be lost and you will have to restart the process. It is suggested that you use the blank worksheet form (select the Budget Worksheet from the menu on the left hand side of the screen) to draft your budget off-line and then cut and paste into the on-line PDF form. Once you have filled in the Budget form, click the 'Submit' button on the last page of the Budget form. Once the budget is submitted it can be viewed but not updated unless you contact OPM and request that the system be reset.

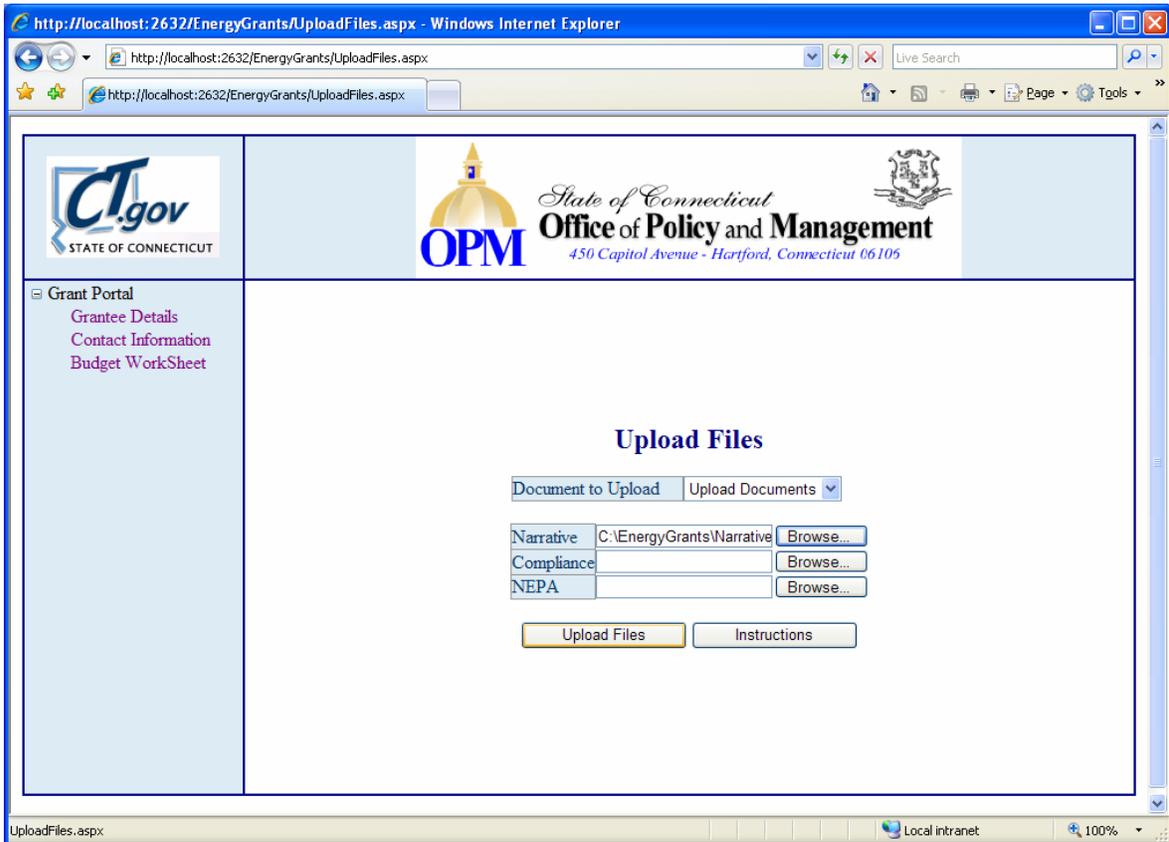
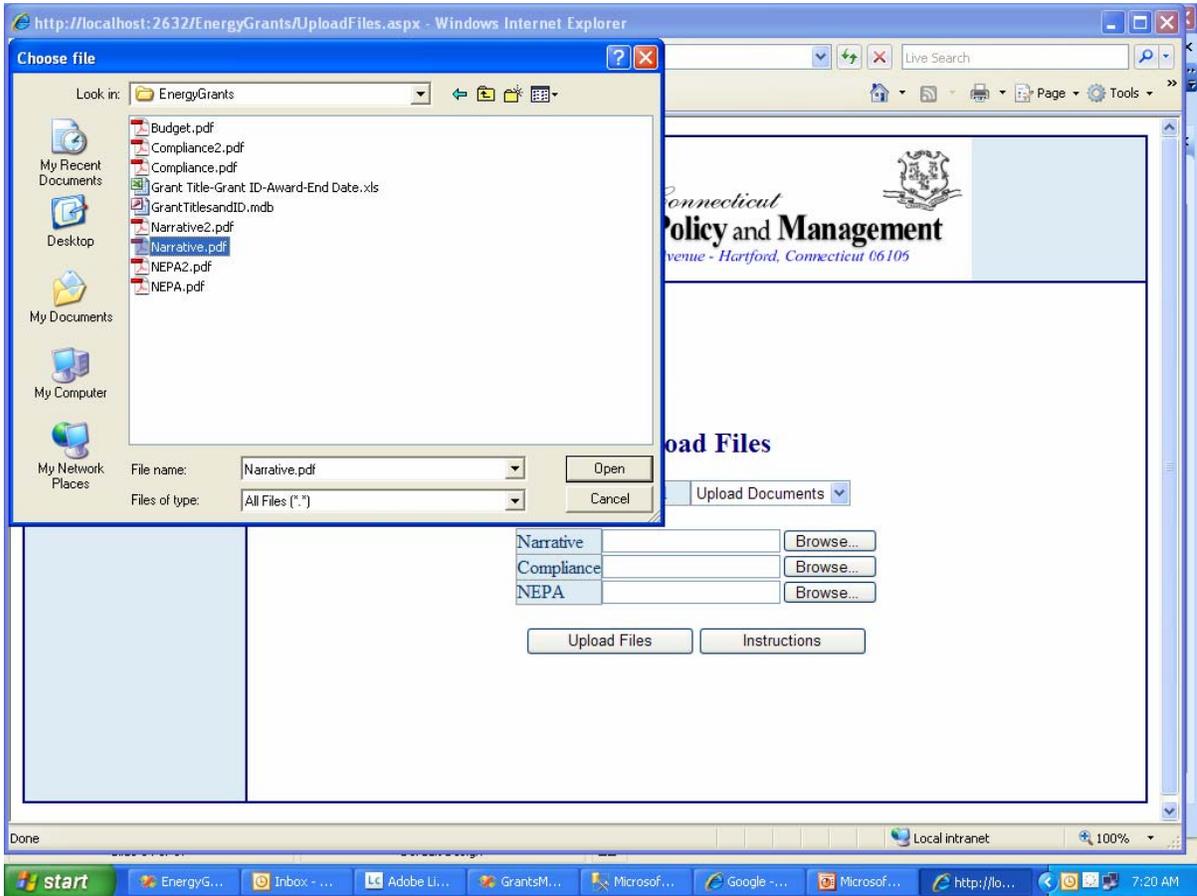




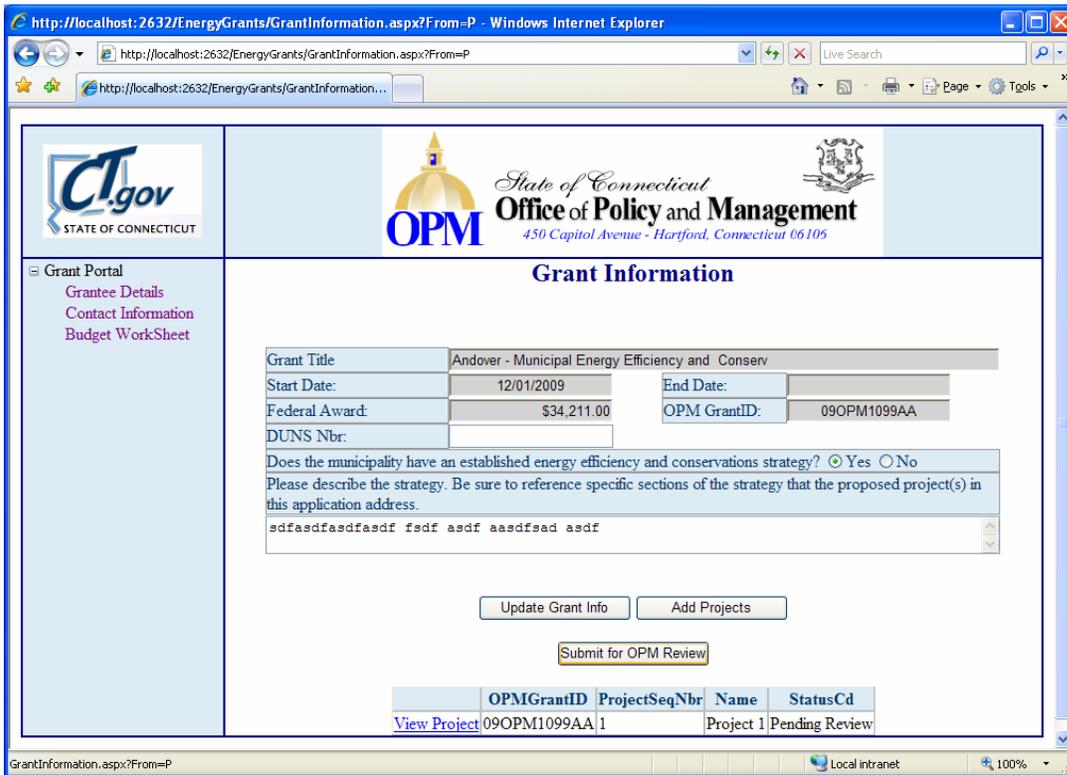


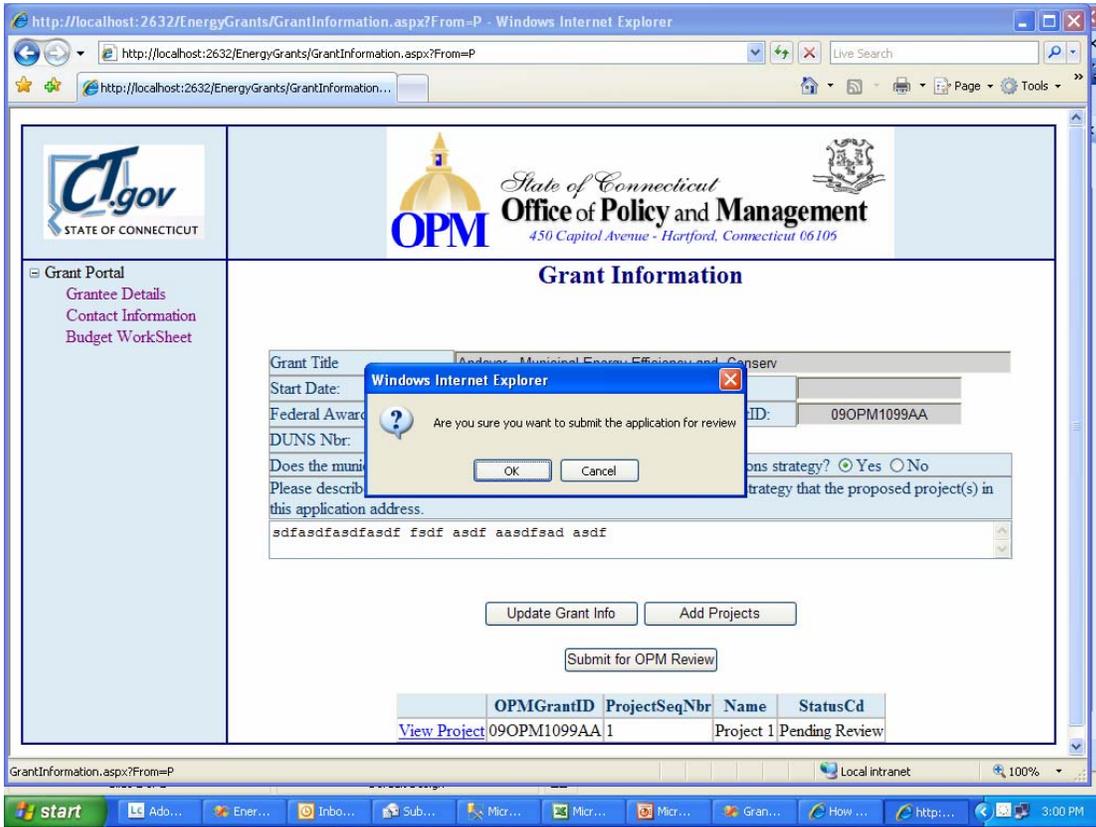
9. From the 'Upload Files' screen, this time choose 'Upload Documents' from the drop down menu. You will now be able to browse and select your project narrative, compliance resolution authorizing signatory authority or EF-1(NEPA). For the project narrative, select the PDF file from where you have stored it on your hard drive. Then click the 'Upload Files' button. Repeat this process for the compliance document and EF-1(NEPA).





10. If you have only one project in your application, your application submittal is now complete and you may proceed to Step 11 to submit your application to OPM for review. If you have more than one project, click 'Grantee Details' from the menu on the left side of the screen and then click on the 'Add Projects' button. Follow steps 6 through 9 for each additional project you wish to submit under this application. When you have uploaded all projects you wish to include in your application go to Step 11 to submit your application for review.
  
11. If your application is complete and you have added all the projects you intend to include, you may now click on the 'Submit for OPM Review' button. A confirmation box will appear asking, 'Are you sure you want to submit the application for review'. Clicking 'okay' will submit your application to OPM for review. **You will be unable to add projects or make changes to your application once you click 'okay'.**





12. You have now submitted your application for the formula grant under the Office of Policy and Management Municipal Energy Efficiency and Conservation Block Grant Program. If you determine that you need to make changes to your application after submittal, contact:

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 Policy Development Coordinator  
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