



## **Nevada Governor's Office of Energy**

# **FUNDING OPPORTUNITY ANNOUNCEMENT and REQUEST FOR PROPOSAL Fiscal Year 2018/19**

The Nevada Governor's Office of Energy (GOE) was established in 1975 to ensure the wise development of Nevada's energy resources in harmony with local economic needs and to position Nevada to lead the nation in renewable energy production, energy conservation, and the exportation of energy. Funding is provided to all eligible applicants for projects in the State of Nevada. The priorities for this cycle of available funding can be found in Section I.

### ***APPLICATION DEADLINE***

The Governor's Office of Energy will be accepting applications on an on-going basis and they will be reviewed at least quarterly. However, the solicitation may close without prior written notice at any time upon determination by the Director. Schedule of review is based upon the Interim Finance Committee schedule.

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## **Section I Funding Description**

### **Program Descriptions**

Nevada Revised Statute (NRS) 701 and 701A regulate and define the Governor's Office of Energy (GOE) programs. NRS 701A.450(4) details the requirements for the allocation of Renewable Energy Account funding to offset the cost of electricity to or the use of electricity by retail customers of a public utility that is subject to the portfolio standard established by the Public Utilities Commission of Nevada.

In addition, the GOE receives funding for the U.S. Department of Energy's (DOE) State Energy Program (SEP) Formula Grant. The SEP Formula Grant is used to fund and promote energy efficiency and renewable energy programs and projects throughout Nevada. Funds awarded under the SEP Formula grant (CFDA 81.041) will be subject to all applicable federal guidelines.

This GOE Funding Opportunity Announcement (FOA) and Request for Proposals (RFP) will be used to allocate either Renewable Energy Account funds or SEP Formula Grant funds for various projects that meet the priorities for fiscal year 2018/19.

### **Competitive Priorities**

The following table illustrates the priorities for this upcoming cycle and will award competitive points to narratives addressing the priorities.

- 1 – Achieve greater use of energy efficiency and conservation to minimize wasteful uses of energy resources.
- 2 – Promote awareness, increase knowledge, and support and promote development of Nevada clean, renewable energy.

## **Section II Award Information**

**Total Funding Available (FY2018 / FY2019): estimated \$500,000.00**

Funding for this announcement for FY 2018/19 is expected to be approximately \$500,000.00, this cycle. GOE reserves the right to determine the number of awards and amounts for each subgrant cycle, based on funds available, projects selected, and current program priorities. GOE also reserves the right to accept or reject any or all applications received, negotiate with all qualified applicants, or cancel or modify the FOA RFP in part or in its entirety, when it is in its best interest. The application must provide information about the applicant's plan for completing the proposed project no more than one (1) year after the Notice of Award (NOA) is issued.

### **Common Eligible Project Costs:**

- Permanent staff salary **MUST** be for project work only. This includes planning, development of project tasks and timelines, supervision and field work. Permanent staff will be required to certify activity.
- Consultant services (not exceeding federal rate of \$650 per day).
- Supplies, materials, and tools for the project (e.g., charging station equipment and systems, photovoltaic panels, batteries, charge controllers, inverters, etc.).

### **Common Ineligible Direct Project Costs:**

- Costs that are expended and not included in the project budget at the time of application.
- Any expenditure not related to the project or defined in the project budget.
- Volunteer or program insurance.
- Expenses related to the promotion or fund-raising efforts of an organization.
- Flyers, brochures, and publications not related to education or outreach.
- Printing not related to education or outreach.
- Time and services associated with writing the subgrant application.
- General overhead cost or taps (costs to support an organization, including rent, furniture, electricity, internet, or meeting space).
- Marketing and advertising not related to education or outreach.
- Postage.
- Vehicle Maintenance.
- Mileage for governmental agencies and districts using fleet vehicles.
- Depreciation on vehicles, tools, and equipment used for the subgrant.
- Food for banquets or alcohol.
- Team building or bonding.
- Audit and legal services.
- Supplanting of federal or state funds.
- Bonuses, Gifts, and Incentives.
- Indirect costs and membership fees.
- Lobbying costs.

## **Section III Eligibility Information**

### **Eligible Applicants**

- All applicants should submit a letter of intent, which can be submitted in email form, stating their intent to submit. The letter of intent must include the name, address, email, and telephone number of the contact individual to receive any communication regarding this announcement. This letter should be submitted to [info@energy.nv.gov](mailto:info@energy.nv.gov). Applicants will receive confirmation of the receipt of the letter. The letter of intent is not binding and does not enter into the review of a subsequent application. The information that it contains allows GOE staff to estimate the potential workload and plan the review and to ensure appropriate communication to each potential applicant.
- All applicants **MUST** have a Dun and Bradstreet (DUNS) number, Nevada business license, and must be in good standing with the Nevada Secretary of State's office and be able to provide proof of eligibility upon request.
- Any entity requesting funds must provide satisfactory proof that the appropriate federal, state, local, or private authorities have been consulted regarding the nature of the proposed project to be funded by the GOE.
- An applicant that proposes subgrant activities to be carried out on public land must have written agreement to use the land with any landowner/manager having jurisdiction over that land, including, without limitation, any necessary permits, leases, easements and rights-of-way.
- An applicant must have an interest in the real property on which the proposed project will be carried out. The interest in the real property, whether by way of ownership, lease, rental, easement, right-of-way, written agreement, or other legal instrument, must be sufficient in scope to allow the applicant to complete the proposed project and to operate and maintain the proposed project after its completion (by agreed upon plan with entities involved).

## **Section IV Application & Submission Information**

A comprehensive, well-written application provides all the information necessary for a complete evaluation. **A complete application will include four (4) components:** 1) Project Abstract; 2) Project Narrative; 3) Project Budget; and 4) Attachments. Incomplete applications will be disqualified and will not be scored for consideration.

### **1. Project Abstract**

The project abstract must succinctly summarize the proposed project and should include:

- A brief background of the project;
- Specific objectives and/or goals;
- Any unique features and innovation of the project;
- Collaboration and partnerships (if applicable); and
- Expected results and/or outcomes.

The project abstract must be on one (1) page and cannot exceed more than 35 lines, single-spaced, Times New Roman 12-point font with 1-inch margins on all sides of 8 ½ by 11 size (letter size) paper.

### **2. Project Narrative**

The project narrative must not exceed 8 pages, double-spaced, Times New Roman 12-point font with 1-inch margins on all sides of 8 ½ by 11 size (letter size) paper. **Important** – For full points, each project proposed must answer all questions and expand on the idea or answer. For questions that are not applicable to the proposed project, be sure to answer and provide the reason the question is not applicable. The following information must be contained within the Project Narrative:

#### **A. Subgrant Proposal Signature Page (template in Appendix A) (2 points possible)**

This sheet must not exceed one (1) page, is not included in the 8-page narrative limitation and must contain the following information:

- **Applicant Information**  
Organization Name, Full Mailing and Physical Addresses, Phone Number, Fax Number, Federal Tax ID number, entity type, DUNS number, and identification of funding category being applied for.
- **Project Information**  
Project Title/Name, Project Address, Brief Project Description, Proposed Funding Request Total
- **Project Director Information** (overall project responsibility)

Full name, Title, Mailing and Physical Address, Day-time & Evening Phone, Email Address, Signature

- **Project Fiscal Manager information**

Full name, Title, Mailing and Physical Address, Day-time & Evening Phone, Email Address

**B. Problem Statement** (23 points possible)

The problem statement must provide clear and concise description of the issue(s) that need(s) to be addressed by the proposed project. The primary purpose of this statement is to focus the reviewer's attention to the issue at-hand. In this section describe (i) primary problem; (ii) project location (maps, agencies responsible, etc.); (iii) why project is needed now and what will occur without funding; and (iv) historical sensitivity, cultural or wetland areas etc. as well as easement, right-of-way, control and tenure currently in place.

**C. Priorities – Competitive Points** (optional)

This section must identify the priority purpose area(s) that your proposal is addressing and provide detailed information to explain how your proposal meets the priority.

PRIORITY PURPOSE AREAS		Points
1	Achieve greater use of energy efficiency and conservation to minimize wasteful uses of energy resources.	1
2	Promote awareness, increase knowledge, and support and promote development of Nevada clean, renewable energy.	1

**D. Scope of Work** (40 points possible)

This component must describe your goals (what will be accomplished) in broad terms as well as listing the measurable objectives with tasks describing how each goal will be met. In this section describe (i) proposed project and how the completion will affect the identified problem; (ii) agencies and stakeholders consulted; (iii) design standards used for project development; and (iv) any site surveys, and assessments conducted.

**Note:**

**Attachment 1:** Construction Plans, Drawings, Pictures etc. (Optional)

**Attachment 2:** Work Plan (template in Appendix B) (Required)

**E. Sustainability** (15 points possible)

Describe (i) how the project will provide long term value; (ii) provisions for on-going maintenance and future projected costs after the project period and how funds will be obtained.

**F. Organization Capacity** (10 points possible)

Describe (i) your organization's capacity and experience to implement and accomplish proposed project; and (ii) key personnel with a short biography demonstrating ability to manage the project.

**3. Budget and Justification (template provided in Appendix C) (10 points possible)**

Applicant is required to submit a budget narrative. The project must be completed within one (1) year of the NOA. The budget must demonstrate a clear and strong relationship between stated objectives, goals, and activities. The budget narrative does NOT count towards the total page count of the project narrative. The budget narrative should be detailed, reasonable and adequate, and cost efficient and should align with the proposed work plan. From the budget narrative, the reviewer should be able to assess how the budget relates directly to the proposed project.

**Match Requirements**

There is no requirement to report match for GOE subgrants. However, subgrantees that have been awarded projects that have in-kind valuation must include those activities in their program and evaluation reports. In addition, two (2) preferential points are awarded on projects that the applicant provides a match of 10% or more. "In-Kind match" means cash, materials, volunteer labor, or other methods of contribution that an applicant provides toward offsetting the total cost of the project and reduces the amount of the subgrant that will be needed from the GOE to complete the project.

**4. Attachments**

**Attachment 1:** Construction Plans, Drawings, Pictures, etc. (if applicable)

**Attachment 2:** Work Plan (Required)

**Attachment 3:** Letters of Commitment (not to exceed 5) (optional)

**Submission Instructions**

One (1) electronic version of the entire subgrant application, in PDF, should be submitted to [info@energy.nv.gov](mailto:info@energy.nv.gov). The PDF must include all components of the subgrant: **Project Abstract, Project Narrative, Budget Narrative, and Attachments**. Each section inside the subgrant should include headings and subheadings in the narrative; and sections must not be altered.

**Written Questions and Answers:**

GOE will only accept questions and/or comments in writing, received by email regarding this announcement. All questions and/or comments will be addressed in writing and will be updated on the GOE website and will not include any identifiable information.

**Tips & Common Pitfalls to Avoid**

- Ensure budget figures are mathematically correct, and the total of the budget summary matches the total on the proposal page; have your financial staff review;



- Use only whole dollar amounts;
- Observe page limits (any pages over the page limit, will not be reviewed);
- Use standard type, Times New Roman, Size 12-point font;
- Respond to all sections of the application; ensure the thread that ties the application sections together are related;
- Supplanting - subgrant funds may not be used to replace federal, state, or local funds that are currently being used or are forthcoming;
- Spell out acronyms at initial use. Eliminate jargon whenever possible;
- Do not assume reviewers are familiar with existing projects;
- Read the request for proposal carefully; and
- Use local statistics rather than national statistics.

**Section V Application Review Information**

Each proposed project will be evaluated for inclusiveness and succinctness of their application using the scoring matrix below. ‘Not Met’ = used for when project did not meet the standard requested in the scope of the project; ‘Met’ = used for when project answered the scope of the project; and ‘Exceeded’ = used for when the project answered the scope of the project and expanded on the idea or capacity.

<b>A. Subgrant Proposal Signature Page (max 2 points)</b>				
<b>Item</b>	<b>Not Met- 0 pt.</b>	<b>Met – 2pt</b>		<b>Total</b>
Completed Information				
<b>B. Problem Statement (max 23 points)</b>				
<b>Item</b>	<b>Not Met- 0 pt.</b>	<b>Met – 2pt</b>	<b>Exceeded – 7pt</b>	<b>Total</b>
<b>B(i)</b> Primary problem				
<b>B(ii)</b> Project location (maps, exact, agency)				
<b>B(iii)</b> Now / without funding				
<b>B(iv)</b> Specific conditions of location				
<b>C. Competitive Priority Purpose Areas (optional)</b>				
<b>Item</b>			<b>1 point</b>	<b>Total</b>
<b>C1</b> - Achieve greater use of energy efficiency and conservation to minimize wasteful uses of energy resources.				
<b>C2</b> - Promote awareness, increase knowledge, and support and promote development of Nevada clean, renewable energy.				
<b>D. Scope of Work (max 40 points)</b>				
<b>Item</b>	<b>Not Met- 0 pt.</b>	<b>Met – 2pt</b>	<b>Exceeded – 8pt</b>	<b>Total</b>
<b>D(i)</b> Effect of proposed project				
<b>D(ii)</b> Stakeholders and agencies consulted				
<b>D(iii)</b> Design standards used				
<b>D(iv)</b> Site surveys, assessments				
<b>Work Plan</b> (Attach 2)				
<b>E. Sustainability (max 15 points)</b>				
<b>Item</b>	<b>Not Met- 0 pt.</b>	<b>Met – 2pt</b>	<b>Exceeded – 5pt</b>	<b>Total</b>

<b>E(i)</b> Long term value				
<b>E(ii)</b> On-going maintenance/future cost				
<b>F. Organization Capacity (max 10 points)</b>				
<b>Item</b>	<b>Not Met- 0 pt.</b>	<b>Met – 2pt</b>	<b>Exceeded – 5pt</b>	<b>Total</b>
<b>F(i)</b> Program and fiscal capacity and experience				
<b>F(ii)</b> Key Personnel and Experience				
<b>Budget and Justification (max 10 points)</b>				
<b>Item</b>	<b>Incomplete 0 pt</b>	<b>Complete 10pt</b>		<b>Total</b>
Budget				
<b>Match (optional)</b>				
<b>Item</b>		<b>Complete 2pt</b>		<b>Total</b>
Applicant 10% or more (in-kind or cash)				
<b>Applicant Total:</b>				

## **Section VI Award Administration Information**

### **Subgrant Review and Selection Process**

Eligible applications are reviewed, evaluated, and competitively scored by a review committee using the scoring matrix located in Section V. Scoring is provided to initially rank the applications and is not the final determination for funding. Applicants and GOE staff are not permitted to engage in communication regarding application scoring prior to subgrant award.

To avoid disqualification, all application areas must be concise and complete; certifications must be signed and dated; objectives must be measurable. Denial letters, with scoring disclosure, will be sent to applicant agencies that are not funded.

### **Subgrant Commencement and Duration**

Subgrants will be awarded for each subgrant period, with project completion not to exceed one (1) year. Projects must become sustainable as soon as possible. Funding is based on performance of subgrantee goals and activities, reporting requirements, and availability of funds; GOE reserves the right to terminate a subgrant award demonstrating poor performance.

Project implementation must be initiated within ninety days (90) from the starting date indicated on the subgrant award. Requests for an exception to this rule must be justified and submitted in writing within 30 days of award and approved by the GOE. At the discretion of GOE, the subgrantee risks losing the award if the project does not commence as required.

### **Reimbursement Notice**

The GOE subgrant is a reimbursement subgrant. Subgrantees are expected to pay for expenses upfront from their budgets and will be reimbursed for eligible expenses listed on the approved award budget after a review of the expense request form and appropriate backup. Advance payments may be granted upon pre-approval of GOE. An expected advance must be indicated during the application process, utilizing the appropriate area of the Budget Narrative (example in Appendix C) and providing justification as requested. In order for grantees to be reimbursed by the GOE, grantees must be established as a vendor with the State Controller's Office. Information about the vendor requirements may be obtained at the following website: [http://controller.nv.gov/VendorServices/Electronic\\_Vendor\\_Registration.html](http://controller.nv.gov/VendorServices/Electronic_Vendor_Registration.html)

### **Fiscal Responsibilities**

All recipients of funding are required to establish and maintain accounting systems and financial records to accurately account for awarded funds. Accounting systems for all projects must ensure the following:

- Funds are not commingled with funds from other grant sources.
- Funds specifically budgeted and/or received for one project cannot be used to support another.
- All subgrant awards are subject to audits during and within three years after the subgrant award performance period has closed.

- The accounting system presents and classifies historical cost of the subgrant as required for budgetary and auditing purposes.
- Reporting requirements.
- Quarterly fiscal reports (or more frequent as agreed).
- Quarterly progress reports – includes narrative and statistics.
- Final evaluation reports.
- GOE maintains the right to withhold payments if reporting requirements are not met in a timely and efficient manner.

### **Additional Information**

Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contracts (subgrant awards) will become null and void, without penalty to the state of Nevada.

All materials submitted regarding this application for GOE funds becomes the property of the state of Nevada. Upon the funding of the project, the contents of the application will become contractual obligations.

### **Reconsiderations**

Any applicant whose application has been filed according to the rules governing the subgrant process and who is aggrieved by the awards made pursuant to these rules may request reconsideration.

Submit requests for reconsideration to the GOE within ten (10) days of the posting of the subgrant awards on the GOE Internet website. Requests for reconsideration must be in writing and clearly state how the GOE erred in following the administrative rules governing the subgrant process or the procedure outlined in the program RFA. The Director of the GOE will make the final determination within fifteen (15) days. This procedure concludes the review process.

### **Bidding Process**

The subgrantee must follow all applicable local, state, and/or federal laws pertaining to the expenditure of funds. Proof of Invitation to Bid, contracts, and any other pertinent documentation must be retained by the subgrantee. Likewise, all local, state, and federal permits required for construction projects must be acquired by the subgrantee within 90 days after the contract is entered into.

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

All projects must comply with applicable State statutes, regulatory requirements, and policies. Projects being completed using federal funds must be in compliance NEPA.

### **State Historic Office of Preservation (SHPO) Requirements**

All projects must comply with applicable State statutes, regulatory requirements, and policies. Projects being completed on historical buildings/sites using GOE funds must be in compliance with SHPO requirements.

### **Permitting Requirements**

If awarded a subgrant, the applicant is responsible for obtaining all applicable permits and clearances no later than 90 days after the contract is entered into. No funds will be released until all applicable permits and clearances are in place. This is the responsibility of the applicant.

Review the items listed below to assist you in determining if your project may require permits or clearances. Will the project:

- Affect any federally listed endangered or threatened species or designated critical habitat?
- Affect any recognized state natural area, prime or unique ecosystem, geologic feature, or other ecologically critical area?
- Involve habitat alteration or land use changes such as planting, burning, removal of native vegetation, clearing, grazing, water manipulation, or development in floodplains or wetlands?
- Include use of any chemical toxicants?
- Result in any discharge which will conflict with federal or state air or water quality regulations?
- Affect any archeological, historical, or cultural site that alters the aesthetics of the subject area.
- Impact designated wild or scenic river, wilderness area, national trail, or other protective national or state designation (i.e. Unique Waters, Area of Critical Environmental Concern, National Conservation Area, etc.)?
- Have any substantial environmental impacts not addressed above or result in cumulative impacts that separately do not require assessment but together must be considered substantial?

## **Section VII Contacts**

### **GOE Contact:**

Governor's Office of Energy  
755 N. Roop Street, Suite 202  
Carson City, Nevada 89701  
info@energy.nv.gov

*Thank your interest in applying for GOE funding. You will be contacted if further information is required. Do not begin your project or incur costs until you have received, signed and returned the subgrant award document with GOE.*