

Grant Proposals Due: September 30, 2009

Small Business Energy Efficiency Grant Program

Opening statement:

The Sustainable Energy Fund , with funding from PPL Electric Utilities, are partnering to offer one-time grants for motivated small businesses located in the PPL service territory with projects that will reduce electric consumption.

Energy efficiency projects are a cost effective way to mitigate increasing utility rates. The goal of the Small Business Energy Efficiency grant is to provide funding for energy efficient projects that are cost effective and with quantifiable savings. .

This RFP offers grant funding for projects that provide for quantifiable energy savings. The Sustainable Energy Fund anticipates awarding up to 6 projects with a maximum of \$20,000 per project. The number of proposers selected will be determined by available funding. No proposer or contractor/proposer combination can receive two grants. Each grant will not exceed 75% of the total cost of the project. Minimum total project cost is \$5,000. Each proposed project should increase energy efficiency at least a 15%. Each proposal must quantify energy reduction by calculating the variance between the old (or code equivalent) and the new equipment within the scope of the project. Below is a list of potential project categories that SEF has interest in, but not an exhaustive list of the projects areas that could be proposed or considered for funding:

1. Energy efficient lighting, including parking lot or outdoor lighting
 2. Energy efficiency retrofits of existing buildings, including high efficiency air conditioners, energy efficient ventilation systems, windows, sealing, insulation, and automated control systems
 3. Installation of Geothermal Heat Pump systems
 4. Premium efficiency motors and variable speed drives; and
 5. Deployment of renewable energy technologies including solar and biomass
- Only commercially available equipment maybe used.
 - Energy Star rated equipment or materials must be installed for the project to be eligible if the type of equipment or material being installed is covered under the Energy Star program (refer to www.energystar.gov)
 - Funding **cannot** be used for
 - Purchase or installation of window and through wall air-conditioning units,
 - Any work related to new building construction projects, including additions
 - Systems that reduce energy demand for certain periods of time unless they also reduce energy consumption by at least 25% on an annual basis
 - Retroactive work – work started prior to issuance of grant award
 - All projects must be in compliance with all applicable laws.

Proposal submission:

Proposers must submit 2 paper copies of the proposal with an original signature. One electronic copy of the proposal must also be submitted in Microsoft Word or scanned PDF on a standard compact disk (CD) or flash drive.

Proposals must be clearly labeled and submitted to:

The Sustainable Energy Fund
968 Postal Road
Allentown, PA 18109
Attn: Energy Efficiency Grant

Proposer's Qualifications:

1. 100 full-time equivalent employees or less
2. Be the property owner or leaseholder (letter of permission from landlord required)
3. Building of 25,000 square feet or less
4. For profit entity
5. Must have a good PPL Electric Utilities credit history. Applicant's must not have any outstanding obligations to PPL Electric Utilities.
6. Must be located in PPL service territory

Proposal:

Completed proposals must be received by SEF no later than 4 PM September 30, 2009. All information must be included for grant to be considered for funding. A complete proposal consists of:

1. A completed application
 2. Supporting documentation on cost
 3. Verification of estimated annual energy savings
 4. If your property is leased, please supply a Letter of Permission from your Landlord which provides approval to do the work
 5. Copies of 12 months of PPL invoices
 6. The proposal must contain letters supporting the financial commitment for at least 25% of the cost of the project.
 7. Submit any applicable equipment specifications, maps, drawings or photos associated with your project.
- Projects proposing energy efficiency improvements to existing structures will require an energy audit for said structure. The energy assessment must be provided by a trained energy assessment professional, Professional Engineer or a Licensed Architect.
 - Written consent of property owners must grant SEF access to project site to verify project completion.

Application can be found online at www.theseef.org.

Small Business Energy Efficiency Grant will not pay for work performed prior to award of grant.

Evaluation:

Proposal will be evaluated the following scoring:

1. 40% based on quality of program scope of work
2. 30% for energy analysis and savings
3. 30% for cost

Applications will be evaluated based solely on data provided; therefore completeness and accuracy are important. Applications that do not meet the requirements for the program will not be approved or will be sent back to the applicant. Applications will be reviewed in the order they are received.

Timeframe:

SEF will be accepting applications from September 1, 2009 to September 30, 2009. Grants will be awarded by October 16, 2009. Projects must be finished by December 15, 2009.

Grant Conditions:

- Projects selected for funding will receive a letter from SEF, addressed to the contact person specified on application.
- Grant recipients will execute a grant agreement.
- If the project or any other grant condition is not adhered to, **SEF reserves the right to terminate the project and/or recover funding from the projects that are not managing the funding in accordance with the conditions of the program and the grant agreement.**
- Grant recipients will be required to submit a Form W-9, Request for Taxpayer Identification Number and Certification.
- Grant recipients must comply with all local, commonwealth and federal requirements in implementation of the project.
- SEF reserves the right to inspect any project financed with a Small Business Energy Efficiency Grant funds and to audit or require third party to audit compliance with grant agreement.

Additional information:

Visit www.theseef.org/programs to download an application or contact Chris Flynn at grant@theseef.org or call (610) 264-4440 ext. 16 for any additional questions