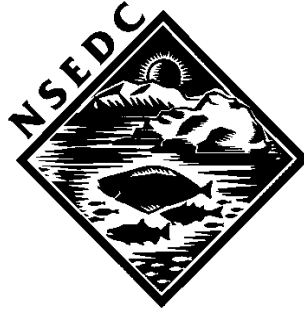


**Norton Sound Economic  
Development Corporation**



**Community Energy Fund Application**

For funding consideration, applications must be received by the NSED C Anchorage office on or before March 15, June 15, October 15, or December 15 of each calendar year for consideration at the subsequent quarterly meeting.

**Faxed or e-mailed applications will not be accepted.**

Early submissions are encouraged.

**Mail or deliver original applications to:  
Norton Sound Economic Development Corporation  
420 L Street, Suite 310  
Anchorage, AK 99501**

Additional Contact Information:

Paul Ivanoff III, Community Benefits Director  
Phone (800) 385-3190  
pivanoff@nsedc.com

Galsy Ashenfelter, Community Benefits Specialist  
Phone (800) 650-2248  
galsy@nsedc.com

Roy Ashenfelter, Community Development Coordinator  
Phone (888) 650-2274  
roy@nsedc.com

## **IMPORTANT INFORMATION**

### **Applicant Eligibility**

To be eligible, an applicant must be a local utility, municipal government, ANCSA Village Corporation or federally recognized tribal government, and must be located in one of NSEDC's member communities.

### **Review of Application(s)**

The NSEDC Board of Directors will review and approve completed applications that meet the Community Energy Fund (CEF) guidelines during any of its regularly scheduled quarterly meetings.

### **Submission Deadline**

For timely review and consideration by the NSEDC Board of Directors, original applications and all supporting documentation must be submitted to the NSEDC Anchorage office by March 15, June 15, October 15, or December 15 to be reviewed by the Board at the subsequent quarterly meeting. Please contact NSEDC for quarterly board meeting dates.

### **Fax and Email**

Faxed or emailed applications will not be accepted. It is the responsibility of the applicant to ensure that NSEDC receives a signed, original application with all supporting attachments on or before each submission deadline.

### **Preparation Costs**

All costs incurred by applicants over the course of the application preparation process shall be the sole responsibility of the applicant.

### **Application Clarification, Modification, and Rejection**

NSEDC reserves the right to modify the requirements for completing this application. In the case of modification, all applicants will be given an opportunity to revise and re-submit their application(s) in the specific areas affected. Submission of an application does not obligate NSEDC to fund the proposed project. All funding decisions shall be made at the sole discretion of NSEDC.

## **NSEDC Guidelines and Policies**

### **Program Guidelines**

Each NSEDC member community is eligible for a maximum program allocation of one million dollars (\$1,000,000).

CEF Program goals include:

- Reduction and stabilization of community-wide energy (power & heating) costs;
- Reduction of the region's exposure to fossil fuel-related market fluctuations and environmental risks;
- Improvement of region-wide energy infrastructure while maintaining safety and reliability.

Projects funded through the Community Energy Fund must meet the following conditions:

- Reduce costs or improve energy efficiency for all community households;
- Provide an on-going energy-related benefit for the entire community.

Program funding may be used to assist with, but is not limited to, the installation and construction of:

- Community-wide alternative/renewable energy systems (i.e. wind turbines to connect to existing power generation systems);
- Efficiency upgrades or adjustments to existing power generation and distribution systems.

### **General Requirements**

- The program will not fund feasibility studies for energy upgrades or construction projects.
- Program funds are meant to facilitate the actual implementation of projects that are past the conceptual phase ("shovel-ready").
- Program funds cannot be applied to costs or expenditures incurred three or more months prior to application approval.
- NSEDC requires funding to be utilized for large-scale projects that address one or more of a community's long-term strategic goals pertaining to energy.
- The program funds must be used to leverage state, federal or other funding sources. NSEDC strongly encourages partnerships with energy related entities that have had successful projects such as the Denali Commission, Alaska Energy Authority (AEA), and Alaska Village Electric Cooperative (AVEC). Other potential partners will be considered on a case-by-case basis.
- Due to the community-based nature of the program, resolutions of support from all other eligible entities (local utility, municipal government, ANCSA Village Native Corporation and federally recognized tribal government) in the applicant's community are required to demonstrate full support for the project.

**Project Administration**

Applications for funding and any resulting grants are subject, in all respects, to the NSEDC Board of Directors Funding Policies, as updated in October 2009, and as amended hereafter. Applicants should carefully review the funding policies to ensure the proposed project and any resulting operations conducted with grant funds are consistent with current policies throughout the term of the grant. NSEDC staff shall have full discretion when interpreting board policies in the administration of grant funds. NSEDC will attempt to provide applicants with any future amendments to the CEF grant policy; however, it is the applicants' responsibility to ensure they are abiding by the Board's current funding policies.

**Payment and Reimbursements**

Upon funding approval, grant recipients must report expenditures to NSEDC on a quarterly basis using NSEDC's Financial Statement Report template. Quarterly reports should include requests for payment or reimbursements for costs incurred by the grant recipient during the respective quarter. Reimbursable expenditures must be pre-approved by NSEDC. Requests for payment or reimbursement must be accompanied by a purpose and explanation of the expenditures including invoices, receipts and corresponding check stubs establishing the recipient's prior payment for items for which reimbursement is sought. Back-up documentation for payment requests must be in a form satisfactory to NSEDC, which reserves the right to require additional information. A minimum of four weeks is required before payment for any invoice over \$50,000.

Date: \_\_\_\_\_

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

Organization Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Project Contact Person: \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Total NSEDC Funds Requested: \$ \_\_\_\_\_

Current Costs of Energy in Community:      Electricity cost per kwh - \_\_\_\_\_  
   Gasoline cost per gallon - \_\_\_\_\_  
   Heating oil cost per gallon - \_\_\_\_\_

## APPLICATION REQUIREMENTS

The Community Energy Fund Application must include the following:

### Letter of Request

Provide a cover letter summarizing the proposed project and clearly specify the amount of funding requested for a specific Community Energy Fund (CEF) project, activity, or service. Provide a brief overview stating how the project will benefit community members and meet the intent of the Community Energy Fund. For major structural projects, you must include a copy of a completed plan submitted by a certified engineer. Contact information must be included in the cover letter.

### Scope of Work

As an attachment, provide a description and/or feasibility study of the overall plan for the specified project, activity, or service and include copies of architectural & engineering drawings/plans. Clearly outline the project goals and priorities.

### Budget

Significant matching funds are an important component of the NSEDC CEF grant. Attach a spreadsheet detailing how the requested NSEDC funds will be spent and the source(s) of the required matching funds. List additional grants or other funds from other source(s) and provide a breakdown in the spreadsheet of how funds from each source will be used. Submit quotes or invoices from vendors for supplies, equipment, shipping or services as back-up documentation for the budget. *The budget must be presented in NSEDC format, no exceptions (see attached format).* Please note that NSEDC will not pay for costs not directly associated with the project. This includes "State" approved indirect costs or any other indirect costs associated with the project.

**Timeline**

If approved, the CEF grant will be made available for the project or program for two (2) calendar years from the time the initial disbursement is remitted by NSEDC to the grant recipient. Please provide a detailed description of the project timeline, including purchase, shipment, production, completion, and maintenance, if applicable.

**Operation & Maintenance**

If the project will require ongoing operation and/or maintenance beyond the NSEDC grant year(s), please provide a summary describing the future financial and personnel needs for the project and how those needs will be met.

What percentage of the requested NSEDC funds is budgeted for the payment of wages or for other personnel/labor expenses? What percentage of the requested budget is for construction materials?

What percentage of the total requested funding is budgeted for such personnel/labor expenses that will last for more than one (1) year for this specific project?

**Matching Funds or Contributions**

Please identify other funding sources as it pertains to your funding request:

Source	Item	Amount Secured	Pending*

*\*Note – Your project must be fully funded for the CEF grant to take effect.*

**Community Support**

Include a **resolution** of support **from each** of the following:

City	Tribe	ANCSA Village Corp.	Utility

## Organization Financial Status

Federal Tax Identification Number (Employer Identification Number-EIN)		
	<b>YES</b>	<b>NO</b>
Are all federal and state taxes current? If not, provide a list of all unpaid taxes and organization's plan for bringing the taxes current.		
Are there outstanding liens or garnishments against the organization? If so, identify the lien, the basis for the lien, the amount of debt, and the applicant's plan for paying off the debt.		
Has the organization conducted financial audits for the last three years? (NSEDC reserves the right to request copies of those audits.)		
Does the organization have short term and long range plans? If so, provide a summary of the plans.		
Is the organization new? If yes, please provide proof of incorporation or organization as a limited liability company.		

**NSEDC Community Energy Fund Application**  
**Sample Budget**

Budget Line Item	Applying Entity Contribution	NSEDC	Other (Please Identify)	TOTAL
<b>Payroll</b>				
<i>Foreman (pay x hours x days)</i>				
<i>Carpenter (pay x hours x days)</i>				
<i>Labor (pay x hours x days)</i>				
<i>Stipends</i>				
<b>Fringe Benefits</b>				
<b>Materials</b>				
<i>Plywood</i>				
<i>Paint</i>				
<i>Electrical Supplies</i>				
<i>Insulation</i>				
<i>Plumbing Supplies</i>				
<b>Freight</b>				
<i>Northland</i>				
<i>ATS Nome to Village</i>				
<b>Equipment</b>				
<i>Generator</i>				
<i>Loader Rental</i>				
<i>Honda Rental</i>				
<b>Services</b>				
<i>Plumber</i>				
<i>Electrician</i>				
<i>Inspector</i>				
<b>Fuel</b>				
<b>Other</b>				
<i>Permits</i>				
<i>Airfare</i>				
<b>TOTAL</b>				

## Checklist

- Letter of Request
- Feasibility Study
- Architectural and Engineering Drawings and Schematics
- Permits
- Scope of Work
- Budget
- Timeline
- Operation & Maintenance
- Matching Funds
- Organizational Financial Status
- Resolutions of Support

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Name of Group or Organization

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Printed Name of Representative

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Signature

Date

---

Title

The applicant must adequately address all requirements of this application for the application to be considered complete. The NSEDC Board of Directors will make final funding approvals. Completing this application does not obligate NSEDC to fund the proposed project or program. If you have questions, please contact Paul Ivanoff III, *NSEDC Community Benefits Director*, at (800) 385-3190 or [pivanoff@nsedc.com](mailto:pivanoff@nsedc.com).

**NSEDC Internal Use Only — DO NOT COMPLETE**

Date Received: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Checklist of attachments. Each attachment must adequately address the requirements and include supporting documentation:

- Letter of Request
- Feasibility Study
- A&E Drawings & Schematics
- Land Use Permits
- Scope of Work
- Budget
- Timeline
- Operation & Maintenance
- Matching Funds
- Financial Status
- Resolutions of Support

	<b>Yes</b>	<b>No</b>
Application is complete and all questions are adequately addressed.		
Does the budget comply with NSEDC's format?		
Are quotes, invoices, etc. provided to support the budget?		
Does the project or program list matching funds requested from other organizations?		
Are copies of matching funds requests and/or award letters provided?		
Does this project directly benefit the community members as intended?		
Are the questions on the organizations financial status answered?		

**NSEDC Internal Use Only — DO NOT COMPLETE**

Applicant's past performance in administering NSEDC grants:

Additional information to request from applicant:

NSEDC Notes: