Norton Sound Economic Development Corporation

Community Energy Fund Application

Application Submission Deadline

For funding consideration, applications must be received by the NSEDC Anchorage office or postmarked on or before March 15, June 15, September 15, or December 15 of each calendar year for consideration at the subsequent quarterly meeting. In the case any of these dates fall on a weekend or NSEDC-recognized holiday, the application shall be due on the following business day.

Faxed or e-mailed applications will not be accepted.
Early submissions are encouraged.

Mail or deliver original applications to:

Norton Sound Economic Development Corporation
2701 Gambell Street, Suite 400
Anchorage, AK 99503

Additional Contact Information:

NSEDC Unalakleet
Thomas Simonsson
thomas@nsedc.com
Phone: (800) 385-3190

NSEDC Anchorage Jenna
Homekingkeo
jhomekingkeo@nsedc.com
Phone: (800) 650-2248

NSEDC Nome
Amanda Patrick
amandap@nsedc.com
Phone: (888) 650-2248

PART I: IMPORTANT INFORMATION & GUIDELINES

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. Entities with delinquent balances through NSEDC's Consolidated Bulk Fuel Program will be considered ineligible to apply.

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, September 15, or December 15 to be reviewed by the Board at the subsequent quarterly meeting. If any of these dates fall on a weekend or NSEDC-recognized holiday, the deadline shall be the next business day. 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.

PART I: IMPORTANT INFORMATION & GUIDELINES

Program Guidelines
Each NSEDC member community is eligible for a maximum program allocation of one million dollars ($1,000,000). Each community has until December 15, 2021 to access the Community Energy Fund, at which time the program shall sunset.

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; and/or
- 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 August 2019, 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.

PART II: APPLICATION & REQUIRED SUBMISSIONS

Date: _____

Project Title: _____

Organization Name: _____

Authorized Representative: _____

Contact Person & Phone Number: _____

Total Project Cost: $_____

Total NSEDC Funds Requested: $_____

Current Costs of Energy in Community:

Electricity cost per khw - _____
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 format below).* 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.

SAMPLE BUDGET

Use the below table format to complete and attach a separate budget spreadsheet outlining the item(s) or service(s) you are applying for through the CEF grant. List the item(s) and amount(s) you are requesting to be covered by this grant, personal investment and/or other sources.

Budget Line Item	NSEDC	Applicant	Other
TOTAL	$	$	$

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.*

Timeline

Please provide a detailed description of the project timeline including purchase, shipment, production, completion, and maintenance, if applicable. Please include any contingency plans/timelines if delays occur due to issues such as funding shortfalls, shipping/production delays, or other factors.

Funding Duration/Extensions

If approved, CEF funds will be made available for the project or program for two (2) calendar years from the time of the Board's approval. Thereafter, a single one-year extension may be sought, subject by approval by the Board. The deadline for the extension request must be made by the end of the grant's second year. NSEDC will communicate the extension deadline when notifying the applicant of the grant's approval. Once a grant is closed out, a new application from that entity may be considered for approval, provided the community's program allocation has not been expended.

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?

Project Management

NSEDC recognizes that projects in the Norton Sound region can face challenges on a number of fronts, including logistics and access to resources. An experienced management team is often crucial to a project's success. Please identify key members of the project management team and provide a description of their experience and qualifications as they relate to the proposed project. Please include contact information for each team member.

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)		
	YES	**NO**
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.		
If the organization participates in NSEDC's Consolidated Bulk Fuel Program, is it current on its payments to NSEDC?		
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.		

Checklist

- ○ Letter of Request
- ○ Scope of Work (including description of required permits/license)
- ○ Architectural/Engineering Drawings/Permits
- ○ Budget
- ○ Matching Funds
- ○ Timeline
- ○ Operation & Maintenance
- ○ Project Management
- ○ Community Support
- ○ Organizational Financial Status

_____

Name of Group or Organization

_____

Printed Name of Representative

_____

Title

_____

Signature Date

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.

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
- Scope of Work (including description of required permits/license)
- Architectural/Engineering Drawings/Permits
- Budget
- Matching Funds
- Timeline
- Operation & Maintenance
- Project Management
- Community Support
- Organizational Financial Status

	Yes	No
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?		
Does the organization have an overdue balance from NSEDC's Consolidated Bulk Fuel Program?		

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Applicant's past performance in administering NSEDC grants:

Additional information to request from applicant:

NSEDC Notes: