

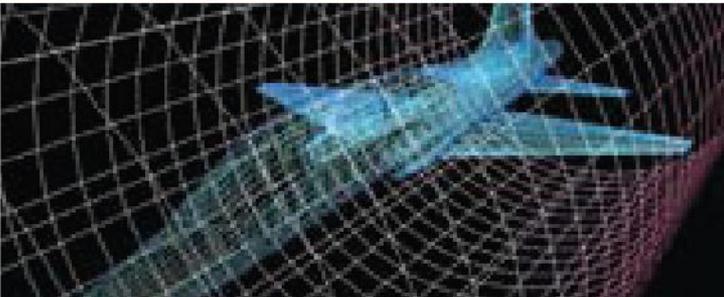


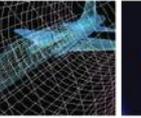
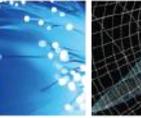
OKLAHOMA
DEPARTMENT OF COMMERCE

Community Energy Strategic Planning Funding RFP

Applicant Informational Webinar

July 8, 2015





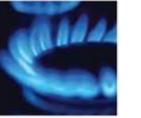
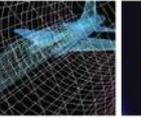
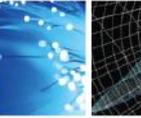
Oklahoma Department of Commerce

- Our mission is to create and deliver high-impact solutions that lead to prosperous lives and communities for all Oklahomans.



State Energy Office

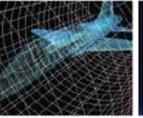
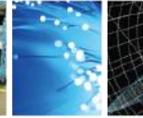
Strives to increase energy efficiency and the use of renewable resources across the state by providing information, training, and technical assistance to energy users and developers. Most of the projects and programs administered by the State Energy Office are federally funded through the U.S. Department of Energy's State Energy Program (SEP).



Funding Opportunity

- SEO is offering a statewide competitive funding opportunity for units of local government and tribal communities to develop a strategic energy plan
- Up to \$10,000 per community available
- Total of \$90,000 available statewide





Community Energy Strategic Plan (CESP)

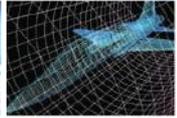
- A Community Energy Strategic Plan (CESP) is an overarching, comprehensive blueprint for a community to focus and guide efforts and actions toward achieving a well-defined energy vision.
- Articulate goals, develop strategies and actions
- Living document



Community Energy Strategic Plan (CESP)

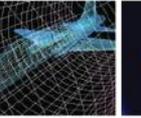
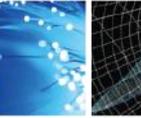
- Step by Step Guide released by U.S. Department of Energy in March 2013
- The process outlined in this guide is what we expect to be followed with those applications selected for funding
 - Use of associated tools and resources

<http://energy.gov/eere/slsc/guide-community-energy-strategic-planning>



Outcome

- Creation and implementation of a CESP for your community
- Action plan should be included
- Final CESP should be adopted by the governing body of the community
 - City council, tribal council, etc.



Timeline

- Applications DUE : **July 15, 2015 – 4pm** central time
 - Due to Oklahoma Department of Commerce, 900 N. Stiles, Oklahoma City, OK 73104
 - State Energy Office Application Review : July 2015
 - Applicants selected for funding award: August 2015
 - Funding contracts issued : August 2015
 - Contract end date/Work completion date: June 30, 2016
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Award Information

- The SEO will be awarding grants under this RFP
 - Single awards up to \$10,000
 - Grant maximum for one community
 - All project work must be completed by June 30, 2016
 - Draft plan must be submitted for review and comment by the SEO no later than March 1, 2016
 - 20% cost matching is required
 - In-kind (must be well documented) or cash
 - No federal funds allowed for cost matching
 - Letter certifying matching funds must accompany application
-



OKGrants

- The Oklahoma Department of Commerce uses OKGrants as an electronic contract management tool
 - Requires online access and usage of electronic signatures
 - If your organization does not allow electronic signatures for official signatures of record, please take the appropriate steps to allow for electronic signatures
 - Only those applications selected for funding will work within OKGrants
 - If selected for funding, the SEO will help you work with appropriate ODOC staff to become registered with OKGrants
 - If you/your community is already registered, no action is required
-



Eligibility

- Units of local government and recognized tribal communities within the State of Oklahoma
 - Unit of local government as defined by US Census Bureau for counties, municipalities, townships and special districts.
 - www.census.gov/govs/go/population_of_interest.html
 - Community partners may be included as part of the application, but the lead applicant must be the unit of local government or recognized tribal community
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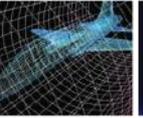
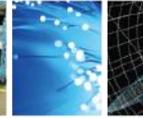
Eligible Activities

- Funding offered under this RFP may be utilized for the following activities:
 - Administrative expense related to CESP development
 - Support for a formal plan coordinator dedicated to overseeing the Plan development process with the community,
 - Meeting expenses related to hosting educational meetings to engage the community and community organizations in the CESP process
 - Other expenses directly related to the formulation and adoption of a CESP
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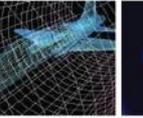
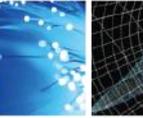
Prohibited Activities

- The following activities are PROHIBITED with these funds:
 - Construction,
 - Purchase of land, building or structure or any interest therein,
 - Subsidization of fares for public transportation
 - Subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures
 - To conduct or purchase equipment to conduct research, development, or demonstration of energy efficiency or renewable energy techniques/technologies not commercially available
 - **NO FUNDS ARE TO BE USED FOR IMPLEMENTATION PROJECTS UNDER THIS RFP**
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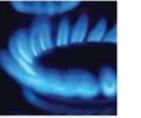
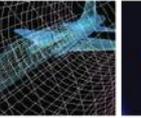
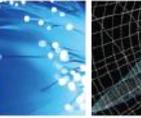
Application Submission Requirements

- One (1) bound, single sided signed original copy and one electronic copy by **4:00pm central time on Wednesday, July 15, 2015**
 - Electronic submission by email is not allowed
 - Electronic submission must be by CD, jump drive or other data device
 - Above referenced items must be received **in the office** by the time designated above
 - Mail
 - In person submission
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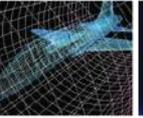
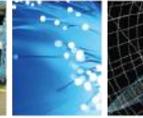
Application Review Criteria

- Organizational Capacity
 - Proven qualifications of the applicant and the project lead. Experience in leading community-wide organizational planning successfully. Proven history of successful previous grant fund management.
 - Matching Funds
 - Ability to certify minimum 20% matching funds.
 - Project Timeline Approach
 - Reasonable and accurate timeline for project work. Dedicated and specific milestones
 - Budget Cost Effectiveness
 - Reasonable expenses related to work proposed. Effective use of funds shown.
-



Application Forms

- Do not forget DUNS and FEIN numbers
- Original signature on Application Form
- **Project Narrative**
 - Why is CESP important to your community? What will be your approach to planning? What will having a CESP mean to your community? What is your dedication to seeing the CESP as a living document?



Application Forms

- **Project Timeline**

- Reasonable timeline for anticipated work and milestones on the project. Dedicated dates of deadlines for objectives. Allows for appropriate time for council/board/authority approval.

- **Milestones & Metrics**

- Identification of major milestone steps in the project work
 - Use of appropriate metrics from Attachment B of RFP
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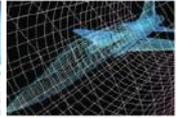
Project Budget

- **Budget Summary**

- Include overall breakdown of expenses by category
- Include what portion of funds are matching funds and type of matching funds

- **Budget Detail**

- Show full breakdown of anticipated project expenses and matching costs.
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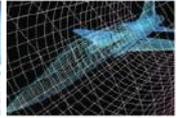
Assurances & Certifications

- Part of requirements of accepting these funds as they are federal funds
- Have your legal counsel read through and advise as necessary
- Drug Free Workplace – Lobbying efforts



Recap

- SEO is offering funds to units of local governments and tribal communities to create and adopt a community strategic energy plan
 - Total of \$90,000 is available statewide on a competitive basis
 - A unit of local government or tribal community can apply for up to \$10,000
 - Application Deadline is July 15, 2015 – 4pm central time at the ODOC office in Oklahoma City
 - Award recipients will be notified in August, project work must be complete June 30, 2016
 - Complete all portions of the application as instructed – incomplete applications will not be reviewed
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How Can I Stay in the Loop?

Sign up to receive email notices from the SEO at:

okcommerce.gov/seo

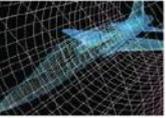
Subscribe to State Energy Office email alerts at
bottom of page



Questions

- What questions do you have?
- All questions will be recorded and slides, questions and answers will be posted on the SEO website at okcommerce.gov/seo as part of the CESP RFP announcement no later than Friday at 10am

Good Luck!



Thank You

Kylah McNabb, Program Manager

Oklahoma State Energy Office

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405-815-5249

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