

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES

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Office of the Governor

DISCRETIONARY GRANT PROGRAM  
2009 - 2012



Virgin Islands  
Energy Office  
[www.vienergy.org](http://www.vienergy.org)

## TABLE OF CONTENTS

**Application Specifications**

**Other Grant Specifications/Notice**

**Federal Requirements**

**Section A: Grant Programs Application**

**Section B: Energy Efficiency Building Retrofit**

**Section C: Energy Education Outreach**

**Section D: Solar Outdoor Lighting**

**Section E: Budget Summary Table**

**Section F: Budget Explanation Form**

**Section G: Work Plan**

# INTRODUCTION TO THE VIRGIN ISLANDS ENERGY OFFICE GRANT PROGRAMS

The Virgin Islands Energy Office (VIEO) is in receipt of funds from the American Recovery and Reinvestment Act (ARRA) of 2009 to expand its existing programs and/or promulgate new programs. The Discretionary Grant Program (DGP) is an expansion program aimed at providing funding to not-for-profit organizations to implement Energy Efficiency/Renewable Energy projects. The VIEO is pleased to invite you to develop and submit project proposals to the Office of the Governor/Virgin Islands Energy Office to be considered for funding from the Discretionary Grant Program (DGP) funded through ARRA 2009 Funds. Grant awards are based on the availability of ARRA 2009 funds.

## **Background**

- The VIEO was established by Executive Order in 1974, and is now a division of the Office of the Governor. The VIEO exists primarily to serve residents of the Virgin Islands by applying restitution and other funds for energy efficiency/renewable energy projects, education, and demonstrations.
- The DGP was initially designed to assist community groups, civic organizations, schools and institutions, and local government agencies/departments in successfully implementing energy efficiency/renewable energy projects. However, **with the ARRA 2009 funds, assistance will be limited to not for profit organizations.**

## **Mission**

The mission of the VIEO is to promote energy efficiency and advocate the use of renewable energy technology for the public and private sectors, and residents of the Virgin Islands through energy education, outreach, financial incentives, and technical assistance. One such financial assistance program is the DGP

The DGP is a particularly meticulous, yet rewarding program. It is comprised of three categories: Energy Education Outreach Projects, Energy Efficiency Building Retrofit Projects, and Solar Outdoor Lighting. You may find that the application and supporting information require a serious investment of time, acute attention to detail, research, and networking. The DGP is competitive because the VIEO desires to assist and promote only those projects that can best serve the people of the Territory through advocacy of energy efficiency/renewable energy. Applications must clearly demonstrate that a preponderance of the project and grant funding relate directly to energy efficiency and/or renewable energy.

The VIEO is proud of its tradition of promoting and supporting energy efficiency/renewable energy initiatives and projects. These initiatives and projects have combined to strengthen our community and have made energy relevant to the everyday lives of Virgin Islanders. We encourage community and youth organizations, which are certified non-profits (501(c) (3) certification), to submit an application for consideration.

# DISCRETIONARY GRANT PROGRAM

## DESCRIPTION AND GUIDELINES

### DESCRIPTION

The VIEO's DGP encourages and aims to expand energy efficiency/renewable energy projects through competitive grant-seeking proposals. It seeks to fund these types of projects that benefit the entire community, or a significant percentage of the population. Funds are awarded to selected proposals that include a mandatory cost-share (in-kind or cash) of five percent of the grant amount requested.

### ELIGIBILITY

The DGP target population is not-for-profit organizations. Grants are available for Energy Education Outreach, Solar Outdoor Lighting, and Building Retrofit projects. All grant applications submitted must be for projects located within the United States Virgin Islands. Grant applications must demonstrate quantifiable energy savings or innovation.

### ENERGY EDUCATION OUTREACH

This category includes studies and demonstrations of renewable technology as well as comprehensive dissemination of efficiency/renewable energy education. Any education proposal must include some measurement of the impact of such an activity.

### SOLAR OUTDOOR LIGHTING

This involves the installation or replacement of existing lighting with solar power for outdoor lighting. Examples include lighting for parks, parking lots, and public places.

### ENERGY EFFICIENCY BUILDING RETROFIT

Generally entails making changes to **existing** building envelope/fixtures to achieve energy efficiency. Acceptable Building Retrofits include changing windows to low-e windows,

T12 lights with magnetic ballasts to T8 or T5 lamps with electronic ballasts or to LED fluorescent lighting or changing inefficient air conditioners to Energy Star energy-efficient models. The installation of energy producing systems such as solar water heaters, heat pumps, solar photovoltaic or wind energy systems can also be funded under the DGP.

Building retrofit is generally defined as "the installation of energy efficiency measures/systems in an existing building" [www.femp.gov](http://www.femp.gov). Energy Efficiency Measure (EEM) is generally defined as "any capital investment that reduces energy costs in an amount sufficient to recover the total cost of purchasing and installing such measure over an appropriate period of time, and maintains or reduces non-renewable energy consumption" (10 CFR Ch. 11).

**Funding for construction projects or the purchase of land, buildings, or structures is prohibited pursuant to 10 CFR 420.18, Expenditure Prohibitions and Limitations, Appendix B.)**

### SELECTION CRITERIA

The VIEO's DGP Team will review applications, conduct site visits, and choose final applicants. The maximum amount of each award is \$50,000. The DGP Team will evaluate each application according to the following criteria.

- *Projected Energy Savings*
- *Community Benefit/Collaboration*
- *Willingness to share with public through Outreach/education*
- *Maintenance Plan*
- *Financial Sources/Accountability*
- *Job Creation and/or Retention*

## APPLICATION SPECIFICATIONS

The following are general guidelines for applying for DGP funds.

Submit a **completed bound original application (and two unbound copies)** with necessary attachments to:

Discretionary Grant Program  
Virgin Islands Energy Office  
Cyril E. King Airport  
Second Floor, Terminal Building  
St. Thomas, Virgin Islands 00802

**OR**

Discretionary Grant Program  
Virgin Islands Energy Office  
No. 45 Estate Mars Hill  
Frederiksted, Virgin Islands 00840

### **APPLICATION DEADLINES:**

**Applications will be accepted on a rolling basis. Grant awards are based on the availability of ARRA 2009 Funds. All GRANT AWARD FUNDS MUST BE EXPENDED BY APRIL 30, 2012; THERE WILL BE NO EXTENSION AFTER THAT DATE.**

The complete application consists of the following as listed below:

***Energy Efficiency Building Retrofit:*** 1 -12, E – G and H – O.

***Energy Education Outreach:*** 1 - 9, 13 – 16, E – G and H – O.

***Solar Outdoor Lighting:*** 1 – 9, 17 – 19, E – G and H – O.

1. Cover
2. Table of Contents
3. Cover Letter (**a maximum of 2 pages**):
  - Description of your organization, including mission, goals and objectives, date established
  - Project title and brief statement describing the proposed energy project
  - Amount of funding being requested and approximate amount of match. Contact person (who is the project

coordinator), telephone number, e-mail address, and fax number

- Complete mailing address
4. Two letters of project support and/or explanation from a **second un-involved party** and/or a letter of resource commitment if partnering with another entity
  5. Section A: Grant Programs Application
  6. Section B: Energy Efficiency Building Retrofit
  7. Section C: Energy Education Outreach
  8. Section D: Solar Outdoor Lighting
  9. Section E: Budget Summary Table
  10. Section F: Budget Explanation Form
  11. Section G: Work Plan

**Submit the following documents as attachments to the application:**

- H. List all members of the Board of Directors
- I. List all officers (management) of the organization (include telephone numbers, occupation, and titles)
- J. Lease or Deed
- K. Certificate of Good Standing
- L. Most recent (within the last three years) organizational chart, Annual Report (**narrative and financial report**)
- M. Copy of non-profit certification from the Lieutenant Governor's Office/copy of IRS tax exemption letter
- N. Completed IRS Form W-9
- O. Copy of Duns Number.

## OTHER GRANT SPECIFICATIONS/NOTICE

- Application must be **TYPEWRITTEN; label and index attachments**
- Submit **original bound application and TWO unbound copies**
- **Label and reference all attachments**
- Any/all project cost overruns must be paid by grantee or third party contributor
- Applicants must own or lease the land/facility where the building retrofit or demonstration project is to be installed; lease must be the same as or longer than the lifetime of the proposed project
- Funding for construction projects or the purchase of land, buildings, or structures is prohibited pursuant to 10 CFR 420.18, Expenditure Prohibitions and Limitations, Appendix B
- Recipients of VIEO grant funds may not participate in the selection, award, or administration of a grant and/or contract if real or apparent conflict of interest would result. Conflicts of interest would arise if an employee, organization officer, government agent, immediate family member, partner or organization that employs any of the above-mentioned persons has a financial (or other interest) in an entity selected for award or solicits or accepts gratuities, favors, or items of monetary value from grant awardees or contractors.
- Written approval of building owner is required to participate in energy efficiency building retrofit projects; please submit approval with application.

**INCOMPLETE APPLICATIONS WILL BE RETURNED AND MAY BE REVISED AND RE-SUBMITTED FOR CONSIDERATION**

## AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 SUB-GRANT/AWARD REQUIREMENTS

- **Reporting Requirements under Section 1512 of the Recovery:** Sub-contractors/recipients (Agencies, business, or organization to include DGP award documents) MUST obtain and provide to the VIEO a Dun and Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number can be obtained at: [http://www.dnb.com/US/duns\\_update/Reporting Requirements under Section 1512 of the Recovery](http://www.dnb.com/US/duns_update/Reporting_Requirements_under_Section_1512_of_the_Recovery): Must register with the Central Contractor Registration (CCR) at <http://www.ccr.gov>
- **Access to Records:** Grantee/Contractor must provide reasonable access to DOE authorized representatives to review project accomplishments and management controls for ARRA funded projects/activities
- For publication, all ARRA funded projects must bear the following acknowledgement information:  
**Acknowledgement:** “This material is based upon work supported by the Department of Energy under Award Number(s) DE-EE0000223”; **CFDA: 81-041**

Disclaimer as follows: **Disclaimer:** “This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, make any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Referenced herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any other agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any other agency thereof.”

- **Pursuant to (i) Section 1605 (a) and (d) of the ARRA of 2009:** “To the greatest extent practicable, all equipment and products purchased with funds made available under Award Number(s) DE-EE0000223 must be American made.” *See VIEO website for detailed information*
- **Projects funded with Recovery Act funds and other sources, separate/segregate records for the Recovery Act funds must be kept to ensure compliance with the Act**
- **Prohibition of Funds:** None of the funds provided under this agreement/contract/grant derived from Award Number(s) DE-EE0000223 may be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.
- **False Claim Act:** “Recipient and sub-recipients shall promptly refer to the Department of Energy or other appropriate Inspector General any credible evidence that a principal, employee, agent, contractor, sub-grantee, subcontractor or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving those funds.”

- **Wage Rate Requirement under Section 1606 of the ARRA 2009:** All sub-contractors, contractor, sub-grantees must comply with the Davis Bacon Act for projects in excess of \$2,000; “that all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by the Federal Government pursuant to the ARRA 2009 shall be paid wages at rates not less than those prevailing on projects of a character similar I the locality as determined by the Secretary of Labor in accordance with Chapter 31 of Title 40, United States Code.”
- **Payroll and basic Records:** Payrolls and basic records relating to the project must be maintained by the contract/sub-grantee during the course of the work and preserved for a period of three years thereafter for working on the project.



## SECTION B: ENERGY EFFICIENCY BUILDING RETROFIT

1. What is the name of the building/facility to be retrofitted? \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/Island/Zip Code \_\_\_\_\_
2. What is the functional use of the building/facility? \_\_\_\_\_
3. What is the size of the building/facility? \_\_\_\_\_ Gross Sq. Ft.
4. What is the current average energy consumption rate (within last 6 mos.)? \_\_\_\_\_ kWhr/day
5. Is the facility?  Residential  Institutional  Other (specify) \_\_\_\_\_
6. How old is the building/facility? \_\_\_\_\_
7. Is applicant legal owner of building/facility or lessee?  
\_\_\_\_\_
8. If lessee, please state landlord information as follows:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_
9. Lease expiration date: \_\_\_\_\_
10. If less than 5 years, indicate option:  Extension  Renewal  
**(WRITTEN APPROVAL OF BUILDING OWNER IS REQUIRED TO PARTICIPATE IN DGP; SUBMIT APPROVAL WITH APPLICATION)**
11. Describe the typical hours of operation. Include the number of persons using the facility and the time.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Identify all benefactors and briefly describe the benefits of the project.  
\_\_\_\_\_  
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15. Explain your maintenance plan.

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16. Describe your natural disaster preparedness/response plan.

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17. Describe your public awareness/educational/outreach plan (include target audience).

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## SECTION C: ENERGY EDUCATION OUTREACH

1. Briefly explain what energy education or renewable energy/energy efficiency issue(s) exist that can be addressed by this grant program.

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2. Describe the target audience/project participants?

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3. What are your energy education project objectives (in measurable form)?

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4. Outline a plan of action for energy education projects.

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5. What changes in behavior and performance are expected as a result of the energy education project?

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6. List all materials/supplies/equipment to be used in the project.

a.	h.
b.	i.
c.	j.
d.	k.
e.	l.
f.	m.
g.	n.

7. Outline and explain your outreach procedures.

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8. How do you intend to present the energy information to your target audience?

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9. Describe the role participants would have in project implementation? Give the anticipated number of participants and general public that would benefit from the project.

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10. How will the accomplishment of objectives be measured/evaluated? (must include anticipated kWh savings)

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11. How many years would the project remain active? Describe associated annual maintenance costs.

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12. Describe your natural disaster preparedness/response plan.

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13. Describe your public awareness plan. (include target audience).

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\*\*\* Use attachment if additional space is needed. Attach drawings and/or photographs of the proposed project; **label and reference all attachments.**

## SECTION D: SOLAR OUTDOOR LIGHTING

1. What is the name of the public place to be lighted? \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/Island/Zip Code \_\_\_\_\_
2. What is the functional use of the facility? \_\_\_\_\_
3. What is the size of the facility? \_\_\_\_\_ Gross Sq. Ft.
4. What is the current average energy consumption rate (within last 6 mos.)? \_\_\_\_\_ kW h/day.
5. Is the facility?     Residential     Institutional     Other (specify) \_\_\_\_\_
6. How old is the facility? \_\_\_\_\_
7. Is applicant legal owner of facility or lessee? \_\_\_\_\_
8. If lessee, please state landlord information as follows:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_
9. Lease expiration date: \_\_\_\_\_
10. If less than 5 years, indicate option:     Extension     Renewal  
**(WRITTEN APPROVAL OF BUILDING OWNER IS REQUIRED TO PARTICIPATE IN DGP; SUBMIT APPROVAL WITH APPLICATION)**
11. Describe the typical hours of operation. Include the number of persons using the facility and the time.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Identify all benefactors and briefly describe the benefits of the project.  
\_\_\_\_\_  
\_\_\_\_\_  
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15. Explain your maintenance plan.

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16. Describe your natural disaster preparedness/response plan.

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17. Describe your public awareness/educational/outreach plan (include target audience).

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## SECTION E: BUDGET SUMMARY TABLE

LINE ITEM	GRANT REQUEST	CASH COST SHARE	IN-KIND COST SHARE	LINE ITEM TOTAL
<b>PERSONNEL SERVICES</b>				
Salaries				
Honoraria/Stipend				
<b>TRAVEL</b>				
Local				
Non-Local				
<b>EQUIPMENT</b>				
a.				
b.				
c.				
<b>MATERIALS AND SUPPLIES</b>				
a.				
b.				
c.				
<b>CONTRACTUAL</b>				
Professional Services				
Consultant Fees				
<b>OTHER</b>				
a.				
b.				
c.				
<b>FUND CATEGORY TOTAL</b>				
	<b>TOTAL PROJECT COST</b>			

**CERTIFICATION:** IT IS UNDERSTOOD AND AGREED THAT ANY FUNDS GRANTED AS A RESULT OF THIS REQUEST ARE TO BE USED FOR THE PURPOSES SET FORTH WITHIN. FURTHER, THE UNDERSIGNED AGREE AS TO ANY GRANT AWARDED, TO ABIDE BY THE RELEVANT REGULATIONS AS PRESCRIBED BY THE UNITED STATES DEPARTMENT OF ENERGY AND THE GOVERNMENT OF THE VIRGIN ISLANDS, OFFICE OF THE GOVERNOR /VIRGIN ISLANDS ENERGY OFFICE, AND TO FULLY COMPLY WITH ALL PROVISIONS SET FORTH IN THIS DOCUMENT OR LATER ENUMERATED IN THE NOTICE OF FINANCIAL ASSISTANCE AWARD.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE

b. TITLE

\_\_\_\_\_

\_\_\_\_\_

c. SIGNATURE OF AUTHORIZED REPRESENTATIVE

d. DATE SIGNED

\_\_\_\_\_

\_\_\_\_\_

e. TYPED NAME OF FISCAL AGENT

\_\_\_\_\_

f. SIGNATURE OF FISCAL AGENT

g. DATE SIGNED

\_\_\_\_\_

\_\_\_\_\_

## SECTION F: BUDGET EXPLANATION FORM

**PLEASE PROVIDE DETAILED DATA IN NARRATIVE FORM TO SUPPORT EACH LINE ITEM/BUDGET CATEGORY.**

- PERSONNEL SERVICES** - List costs for employees of the applicant and any honoraria/stipend incurred due to project. All other participants (third party) personnel costs (professional services, consultant fees, etc.) must be included under the contractual line item.

Identify positions to be supported under the proposed award. Key personnel should be identified by title. All other personnel should be identified either by title or a group category. State the amount of time to be expended, the composite base pay rate, total direct personnel compensation, and identify the rate basis (e.g., labor distribution report, technical estimate, union/classified pay scale schedules, etc.).

	<u>Title/Group</u>	<u>Time</u>	X	<u>Pay Rate</u>	=	<u>(Total Compensation)</u>	<u>Rate Basis</u>
1.	_____	_____		_____	=	_____	_____
2.	_____	_____		_____	=	_____	_____
3.	_____	_____		_____	=	_____	_____
4.	_____	_____		_____	=	_____	_____
5.	_____	_____		_____	=	_____	_____

- TRAVEL** - Identify total local and non-local travel as separate items.

Total amount of local travel: \_\_\_\_\_ Total amount of non-local travel: \_\_\_\_\_

Purpose of Travel	Estimated No. of Trips	Estimated Cost /Trip

- EQUIPMENT** - Generally defined as an item with an acquisition cost excess of **\$500** and a useful life expectancy of more than one year. List the proposed equipment below and briefly justify its need.

Item Type	Est. Unit Cost	Number of Unit(s)	Basis of Cost	Need Justification

4. **MATERIALS/SUPPLIES** - Generally defined as an item with an acquisition cost of \$499 or less and a useful life expectancy of less than one year. (Basis of cost: vendor quotes, prior purchases of similar or like items, published price list, etc.).

General Category of Supplies	Cost	Basis of Cost	Need Justification

5. **CONTRACTUAL** - List all participant [subcontract(s), sub-grant(s), and consultant(s)] costs including their cost share.

Participant Name	Total Cost	Cost Share	Short Work Description

6. **OTHER** - The VIEO defines the category “Other” as reasonable, non-recurring costs for items such as advertising, printing, postage/bulk mailing, servicing and maintenance of project equipment, film/processing, training, monitoring, etc. Provide in writing the basis for cost estimates/payment.

7. **COST SHARE** - Is defined as support provided to a project by either the sponsoring organization/ grantee or third party contributors. Cost share must be at least 5 percent or greater of the amount of funding requested. It may consist of either in-kind or cash contributions. Cash contributions are actual cash payments for budgeted program activities. In-kind contributions are contributions of goods or services. The value of the in-kind contribution must be calculated at the rate equivalent to what goods and services would cost. The basis upon which the values of in-kind contributions are determined should be indicated within this budget explanation form.

Identify the amount of cost sharing proposed by the applicant and each participant and the total amount as a percent of the total cost of the project.

Organization	Item	Amount	Type (cash, in-kind, etc.)

Total Project Cost	Cost Share Amount	Cost Share Percentage

DESCRIPTION OF TASKS		DURATION TO COMPLETE	PERSON/ENTITY COMPLETING TASK	COST OF TASK	OTHER FACTORS
TASK 1					
TASK 2					
TASK 3					
TASK 4					
TASK 5					
TASK 6					