

SOLICITATION

For: Competitive Demonstration Project Mini-Grants

Project Types: Energy Efficiency, Renewable Energy and Alternative Fuels

The US Department of Energy has awarded funding to the SC Office of Regulatory Staff Energy Office to fund several high-impact demonstration projects in the areas of energy efficiency, renewable energy, and alternative fuels.

Purpose: Encourage awareness of emerging technologies or approaches through highly visible projects.

Eligible Applicants: Eligible applicants include state agencies, local governments, public colleges/universities/technical colleges, K-12 public schools, and 501(c) (3) non-profit organizations.

Available Funding: The maximum award value will typically be \$5,000. Exceptions above the maximum award amount may be considered. The Energy Office may fund up to seven projects. Cost sharing is not required but leveraging of funds is encouraged in order to maximize the energy-related benefits of a project.

Timeline: Projects must be completed by **May 18, 2018**.

Application Process: Applications should be submitted on the application form provided ([click here for link](#)), with supporting materials and technical analyses as appropriate. Applications must be received by the close-of- business on **September 15, 2017**.

Application Submission: Please complete the application, provide an authorized signature on page five and email all documents to Julia Parris (jparris@regstaff.sc.gov). Physical applications and supporting documents may be mailed to Julia Parris, Energy Office, 1401 Main Street, Suite 800, Columbia, SC, 29201.

Mini-Grant Requirements:

Project Permits:

Recipients shall be responsible for obtaining any necessary licenses and/or permits and for complying with applicable federal, state, municipal laws, codes, and regulations in connection with the execution of the work hereunder.

Procurement:

Recipients shall procure goods and services according to its established procurement policy, provided that its procurements conform to state law.

Reimbursement of Expenses:

Recipients shall request reimbursement for costs incurred in accordance with the approved budget on the ORS reimbursement request form provided by the Energy Office. Recipients must include with the reimbursement request form, clear documentation that payment has been made for any equipment, materials, products, or services purchased under this award.

Maintenance of Records and Audit Requirements:

Recipients must maintain records pertinent to all grants, agreements, and accounts in accordance with generally accepted accounting principles. These records shall be made available to the Energy Office, or any of its designated representatives, for examination and audit. Recipients must comply with audit requirements for federal funds, OMB Circular, Audits of States, Local Governments, and Non-Profit Organizations and AICPA standards.

Review and Award Process:

Applications will be reviewed by a selection committee, based on the following general criteria:

- Expected energy savings and simple payback period
- Visibility of the project
- Ability to complete the project within the specified timeframe
- Applicant’s contribution to the project, including the applicant’s proposed post-installation evaluation of impact (See “Reporting” below)
- Educational and/or demonstration value of the project

If the application is for an alternative fuels project, the following general criteria also apply:

- Avoided consumption of petroleum products
- Reduction in vehicle miles traveled
- Compatibility with current or future infrastructure, community interest, or policies/goals
- Expected useful life of the project and impact

Recommendations will be reviewed by the Energy Advisory Council. Once a project is selected for funding, the Energy Office will send recipients a grant award agreement which will include the award notice stating the amount of the award, the approved use of the funds, the effective date of the award, and the assigned Energy Office contact.

Reporting:

Following project completion, recipients must submit a closing report (form provided by the Energy Office) along with their final request for reimbursement that includes:

- Square footage retrofitted or affected by the project, if applicable. (This is a U.S. Department of Energy required metric.)
- Number of individuals impacted, as applicable
- Estimated annual energy savings, with offset source specified (electricity, natural gas, petroleum, etc.)
- Estimated lifespan of any equipment
- Qualitative information about system performance, publicity, public involvement, etc. this may include photos and news stories and/or other narrative descriptions. We are interested in exploring how to assess the degree to which demonstration projects educate and/or change behavior.

Direct questions about the solicitation or application process to:
Conn Fraser (cfraser@regstaff.sc.gov) or (803) 737-5229.