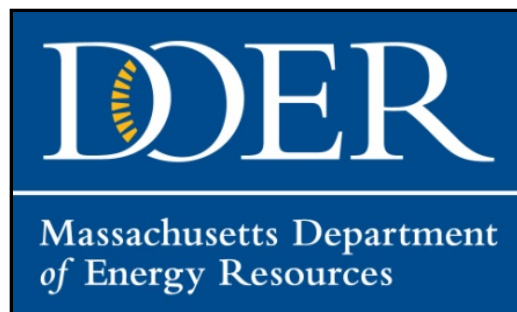


THE COMMONWEALTH OF MASSACHUSETTS
**EXECUTIVE OFFICE OF ENERGY AND
ENVIRONMENTAL AFFAIRS**
DEPARTMENT OF ENERGY RESOURCES
PATRICK C. WOODCOCK, COMMISSIONER

100 Cambridge Street, Suite 1020
Boston, MA 02114



Program Opportunity Notice (PON)

Document Title: Regional Energy Planning Assistance Grant Program

COMMBUYS Bid Number: BD-21-1041-ENE01-ENE01-62520

Agency Document Number: PON-ENE-2021-041

Issued May 11, 2021

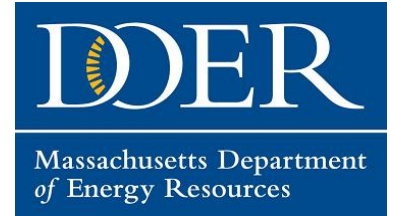
Please Note: This is a single document associated with a complete Bid (also referred to as Solicitation) that can be found on www.COMMBUYS.com. All Bidders are responsible for reviewing and adhering to all information, forms and requirements for the entire Bid, which are all incorporated into the Bid. Bidders may also contact the COMMBUYS Helpdesk at COMMBUYS@state.ma.us or the COMMBUYS Helpline at 1-888-MA-STATE. The Helpline is staffed from 8:00 AM to 5:00 PM Monday through Friday Eastern Standard or Daylight time, as applicable, except on federal, state and Suffolk county holidays.



Regional Energy Planning Assistance

May 11, 2021

PON-ENE-2021-041



GRANT APPLICATION

1. BACKGROUND & PURPOSE OF GRANT

A. Massachusetts Department of Energy Resources

The Commonwealth of Massachusetts Department of Energy Resources (DOER) develops and implements policies and programs aimed at ensuring the adequacy, security, diversity, and cost-effectiveness of the Commonwealth of Massachusetts' energy supply within the context of creating a cleaner energy future. To that end, DOER strives to:

- Ensure deployment of all cost-effective energy efficiency
- Maximize development of clean energy resources
- Create and implement energy strategies to assure reliable supplies and improve the cost of clean energy relative to fossil-fuel based generation
- Support Massachusetts' clean energy companies and spur Massachusetts' clean energy employment

B. Program Opportunity Notice and Funding Objectives

The intent of this Program Opportunity Notice (PON) is to retain one or more technical assistance agencies (Applicant), to provide energy planning assistance to municipalities. An amount not to exceed one-million dollars (\$1,000,000) is being made available under this PON. The maximum funding available is one hundred fifty thousand dollars (\$150,000) per eligible Applicant. The anticipated contract duration of any grant resulting from this PON is two (2) years from the contract effective date.

The Regional Energy Planning Assistance (REPA) program seeks to: 1) augment municipal resources necessary to effectively participate in the Green Communities Designation and Grant Program; and 2) build local capacity to advance municipal clean energy projects and programs throughout Applicants' region or member communities.

C. Regional Energy Planning Assistance Scope of Work

Technical assistance agencies can apply for funding in three categories: 1) to provide direct Green Communities related assistance to under-resourced municipalities; 2) to provide clean energy planning services to municipalities; and 3) to perform regional clean energy planning and support services to member communities

1. Direct Green Communities' related assistance includes the following services:
 - a. Prepare to become a Green Community: (Maximum \$7,500 per municipality for this group of activities not to exceed one hundred 100 hours)
 - i. Criteria #1 and #2 – Review existing by-laws and permitting; and assist in developing new by-law or amendments as needed
 - ii. Criterion #3 – Set up, review and enter data into MassEnergyInsight. Assist with preparation of the Energy Reduction Plan, including scheduling energy assessments and coordinating with municipal facility personnel
 - iii. Criterion #4 – Drafting of fuel-efficient vehicle policy and/or assembling vehicle inventory
 - iv. Consolidate documents in preparation for submitting Green Communities designation application
 - b. For new and existing Green Communities: (Maximum four thousand dollars (\$4,000) per municipality per year for this group of activities)
 - i. Assist with grant application preparation in an amount not to exceed one thousand five hundred dollars (\$1,500) per municipality
 - ii. Assist with Annual Report preparation in an amount not to exceed one thousand five hundred dollars (\$1,500) per municipality
 - iii. Assist with incorporating regional school districts into existing communities' energy baselines and reduction plans for the purpose of participating in the Green Communities program, in an amount not to exceed one thousand five hundred dollars (\$1,500) per municipality (single award only)
2. Municipal clean energy planning services, in alignment with the recently released *Massachusetts 2050 Decarbonization Roadmap* that calls for reducing greenhouse gas emissions by 45% by 2030 and 85% by 2050. Applicants may utilize the EEA-funded net-zero “Playbook” developed by the Metropolitan Area Planning Council (MAPC) <https://www.mapc.org/net-zero/playbook/> (Maximum award \$12,500 per municipality for this group of activities) that includes the following services:
 - a. Developing a net-zero emissions plan for municipal buildings and operations in an amount not to exceed ten thousand dollars (\$10,000) per municipality
 - b. Preparing a community greenhouse gas inventory, including training local staff and/or volunteers to use the MAPC/DNV-GL GHG tool, or an alternative tool, in an amount not to exceed three thousand dollars (\$3,000) per municipality

- c. Preparation toward developing a community-wide net-zero plan, including preliminary scoping work, stakeholder surveys, community workshops, drafting scope for full plan, in an amount not to exceed five thousand dollars (\$5,000) per municipality
3. Regional clean energy planning and project support includes the following services: (Maximum award \$50,000 for this group of activities)
 - a. Capacity building – convening training events or workshops that facilitate peer-to-peer learning and exchanges. Projects must further EEA/DOER clean energy goals, such as: adding alternative fuel vehicles to fleets, conducting municipal energy aggregation that includes renewable technologies, fuel switching from delivered fossil fuels to renewable heating processes, using MassEnergyInsight to track municipal energy goals and other similar activities. This may also include preparing and disseminating case studies and other outreach materials showcasing municipal clean energy best practices.
 - b. Coordinate multi-town efforts (e.g., alternative-fuel fleet deployment, HeatSmart/Solarize type campaigns, etc.). Projects that prioritize working with partners to engage with difficult to reach disadvantaged populations are highly encouraged.

D. Deliverables

A complete list of deliverables and due dates will be included in the grant award contract executed between the DOER and the selected Applicant. Deliverables may include, but not be limited to, the following:

1. A project flow timeline, showing activities and milestones.
2. Documentation of commitment for each municipality receiving direct support from Applicant.
3. Copies of invoices for subcontractor services that are being paid out of grant funds.
4. Quarterly reporting is required upon receipt of your acceptance to this grant program.
5. Final plans, reports, and outreach materials produced by the Applicant.
6. Final report documenting the activities and projects completed, program costs, and key outcomes

2. ELIGIBILITY INFORMATION

The DOER's Green Communities Division is making available REPA Grants to eligible Technical Assistance Agencies. For the purposes of this PON, Technical Assistance Agency's shall include Regional Planning Agencies, Councils of Governments, Extension Services, and Joint Powers entities that provide clean energy assistance to municipalities.

Applicants are strongly encouraged to partner with other Technical Assistance Agencies and/or other non-profit organizations to provide services in a cost-effective and efficient manner.

3. GRANT & CONTACT INFORMATION

Procurement Calendar

| Milestone | Date |
|--|-----------------------------------|
| Issue PON (DOER) | May 11, 2021 |
| Deadline to Submit Questions (BIDDERS) | June 25, 2021 |
| Answers to Questions Posted on DOER website (DOER) | June 29, 2021 |
| PON Responses Submission Deadline | July 9, 2021 at 5:00PM EST |
| Notification of Award(s)* | August 6, 2021 |
| Contract Start Date* | September 10, 2021 |

A. No Guarantee of Resulting Contract

The Commonwealth makes no assurance that any services will be purchased from any contract resulting from this PON.

B. Contact Information

Responses to this PON will be received by:

| | |
|------------------|---|
| Grant Contact: | Paul Carey Department of Energy Resources 100 Cambridge Street, Suite 1020 Boston, MA. 02114 |
| Telephone: | (617) 626-7372 |
| E-mail: | Paul.S.Carey@mass.gov |
| PON Name: | Regional Energy Planning Assistance |
| PON File Number: | PON-ENE-2021-041 |

4. APPLICATIONS & AWARDS

Applications must be submitted by 5 PM, July 9, 2021

Applications must contain, at a minimum, the information requested in the application. DOER will communicate to an Applicant if an application is incomplete and provide the Applicant the option of providing additional information. If the Applicant chooses not to provide additional information; then DOER will reject the application as incomplete.

Applicants are encouraged to devise budgets carefully and organize work accordingly, to provide the maximum amount of assistance allowable under grant award limits and staff capacity. If total grant requests exceed DOER funding amounts, DOER will evaluate and prioritize grant awards as follows:

1. New Green Communities Designation application assistance
2. Support for new and existing Green Communities. **NOTE:** DOER will prioritize awards for direct assistance to municipalities that do not have the capacity to carry out administrative tasks to maintain Green Communities status. This includes , but is not limited to, energy and sustainability coordinators/managers, staff planners, volunteer committees, and assistant town administrators/managers
3. Regional clean energy planning and project support
4. Municipal clean energy planning

ASKING QUESTIONS

- o This application is available as PON-ENE-2021-041 on COMMBUYS (as a “Bid.”)
- o All questions must be submitted by 5 PM on June 25, 2021 to COMMBUYS. All questions and answers will be posted periodically on COMMBUYS and will be finalized on June 29, 2021. Bidder’s conference information (if necessary) will be posted on the same webpage.
- o To find an item on COMMBUYS: log into [COMMBUYS](#), locate the Bid, acknowledge receipt of the Bid, and scroll down to the bottom of the Bid Header page. The “Bid Q&A” button allows Bidders access to the Bid Q&A page.

Locating Bid Q&A

Log into COMMBUYS, locate the Bid, acknowledge receipt of the Bid, and scroll down to the bottom of the Bid Header page. The “Bid Q&A” button allows Bidders access to the Bid Q&A page.

DOER reserves the right to make amendments to the PON after initial publication. It is each Applicant’s responsibility to check COMMBUYS for any amendments, addenda or modifications to this PON, and any Q&A records related to this PON. DOER accepts no responsibility and will provide no accommodation to Applicants who apply based on an out-of-date PON or on information received from a source other than COMMBUYS.

ATTACHMENT A: PROJECT SUMMARY

NOTE: In order to be deemed complete, an application **MUST** contain the required signature in Attachment B (Certification of Application); Attachment C (Budget Summary) and the information requested below.

All responses must include a Transmittal Letter, Executive Summary, Narrative Section, and Memorandums of Understanding as defined below:

Demonstration of Municipal Interest and Commitment

Applications for direct municipal assistance (see Sections C1 and C2 “Scope of Work” above) must include a Memorandum of Understanding (MOU) signed by the Chief Executive Officer (CEO) of the municipality AND by the Technical Assistance Agency providing services for each municipality to be selected to receive funding under this PON. The Memorandum of Understanding must include: 1) the services to be provided and estimated costs and 2) why support from a Technical Assistance Agency is necessary. The MOU must include a local point of contact who will collaborate with the Technical Assistance Agency and identify any other key personnel who will be working on specific tasks.

Transmittal Letter (1 page limit): The transmittal letter should highlight any special features of the response and include the name, phone number, and email for the Applicant’s point of contact and must identify this PON by number (PON-ENE-2021-041). The transmittal letter should acknowledge any amendments to this PON posted on COMMBUYS and be signed by a representative of the Applicant who has the authority to bind the Applicant.

Executive Summary (2-page limit): The executive summary must contain the key components of the Regional Energy Planning Assistance program, including the Applicant’s name, brief summary of proposed activities, proposed budget, names of interested municipalities and any key partners, collaborations with other Technical Assistance Agencies, and outcomes anticipated at the grant’s completion.

Narrative Section (10-page limit): The narrative section will be comprised of the sections as outlined below.

Project Plan

Applicants must provide the type of assistance that they will perform, limited to the activities identified in the Section C Regional Energy Planning Assistance Scope of Work of this PON. Applicants should also include a plan to consolidate similar assistance to multiple communities as appropriate to enhance cost-effectiveness and efficiency, such as joint meetings, trainings, and webinars. Other components of the project plan include:

- For each municipality seeking Green Communities designation assistance (Section C1a), provide progress of meeting the 5 Green Communities Criteria to date and the specific tasks the Applicant will perform for the municipality.
- For each existing Green Community seeking assistance (Section C1b), provide the specific task(s) the Applicant will be providing and identify steps taken by the municipality to initiate progress. For assistance with adding regional school facilities to a municipality’s baseline and energy reduction plan (Section C1biii), Applicants and Green Communities staff will coordinate efforts to ensure that grant-funded work under this PON is limited to compiling school energy data and amending energy reduction plans.
- For each municipality seeking clean energy planning services (Section C2), provide the specific task(s) the Applicant will be providing and identify steps taken by the municipality to initiate progress. For assistance with net-zero plan preparation (Section C2c), provide documentation that the municipality has articulated support toward net-zero plan

development. This could include Town Meeting and City Council resolutions, select/planning board minutes, or other official memoranda.

- For regional clean energy planning and project support (Section C3), provide a summary of the proposed activities, including (but not limited to): intended audience, partner organizations, demonstrated need of proposed activities, ability of staff to carry out projects, plan for acquiring technical expertise outside of organization if needed. For projects with equity components, describe project requiring assistance and deliverable provided by the Applicant at the end of the assistance.
- A description of the Applicant's schedule to provide assistance, showing activities, milestones, and deliverables, assuming work commences on or near September 10, 2021.

Applicant Team Qualifications and Experience

Applicants must provide information regarding its team's relevant experience, which may include the following:

- A listing of key partners (e.g., other Technical Assistance Agencies, consultants and/or non-profit organizations) and individuals that are part of the Applicant team and a description of each key partner's/individual's participation or role. Resumes for individual team members may be attached and do not count toward the page limit.
- The description must identify staff person(s) within the Applicant's organization (either an existing position(s) with an identified individual(s) or a new position(s) to be filled) that will provide Regional Energy Planning Assistance grant activities. Attach existing staff-person's resume(s) or a description of the position(s) to be posted and an estimated date(s) for the posting(s).

ATTACHMENT B – CERTIFICATE OF APPLICATION

The Certification of Application below must be provided as a scanned pdf with signature.

CERTIFICATION OF APPLICATION

[The **Chief Executive Officer** must complete this certification]

I am authorized to execute said Application on behalf of, the applying regional planning authority, council of governments, or joint powers entity

I verify that the information in the Regional Energy Planning Assistance Grant Application is true and accurate.

[Signature of Chief Executive Officer]

[Title of Chief Executive Officer]

[Date]

INSTRUCTIONS — If you have any problems or questions about the application process, please contact Paul Carey, Paul.S.Carey@mass.gov

Getting Started

- **No paper submission** is required or accepted for the grant application. The process is electronic only.

Application Materials Checklist – ARE YOUR MATERIALS READY?

- Begin each of your electronic files with your entity name followed by wording that makes the content of the file clear – this is **REQUIRED**
- REPA Grant Application: Transmittal Letter and Executive Summary (Word or PDF file)
- Summary of Project (Attachment A) (Word or PDF file)
- Signed Certification of Application (Attachment B) (PDF file)
- Budget Summary (Attachment C) (Excel file)
- Supporting Audits, Studies, MOUs, other documentation.

Please only submit once. If you made a mistake, or forgot something, please contact Paul Carey at Paul.S.Carey@mass.gov / 617-626-7372.

REPA Grant Application Process

1. Email the required documents to Paul.S.Carey@mass.gov
2. You will receive an email indicating receipt of the documents. Determination of the grant award will not occur at this time.

Get Help

Pre-Grant Application Process - [Contact your Regional Coordinator](#)

Application Process and Technical Issues - Contact Paul.S.Carey@mass.gov / 617-626-7372