



## COMMUNITY ENERGY EFFICIENCY DEVELOPMENT (CEED) PROGRAM

### GRANT APPLICATION COVER SHEET

#### LETTER OF TRANSMITTAL FORM

#### I. APPLICANT INFORMATION

1. Applicant Entity:

a. Legal Name: \_\_\_\_\_

b. Employer Identification Number (EIN): \_\_\_\_\_

c. Organizational DUNS Number: \_\_\_\_\_

d. Address:

Street 1: \_\_\_\_\_

Street 2: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

e. Organizational Unit:

Department Name: \_\_\_\_\_

Division Name: \_\_\_\_\_

f. Type of Applicant Entity:

*Eligible applicant entities include Indian nations, tribes, or pueblos; county or municipal governments; and the New Mexico Mortgage Finance Authority.*

- Indian nation, tribe, or pueblo
- County government
- Municipal government
- New Mexico Mortgage Finance Authority (MFA)

#### II. REPRESENTATIVE INFORMATION

2. The representative authorized by the organization to contractually obligate on behalf of this application:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organizational Affiliation: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone number: \_\_\_\_\_

**3. The person authorized by the organization to negotiate on behalf of this application:**

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organizational Affiliation: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone number: \_\_\_\_\_

**4. The person authorized by the organization to clarify/respond to queries regarding this application:**

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organizational Affiliation: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone number: \_\_\_\_\_

**III. PROJECT INFORMATION**

**5. Project type entity is applying for:**

*Type 1 Projects are open to Indian nations, tribes, or pueblos; county/municipal governments; and the MFA. Type 2 Projects are reserved for the MFA.*

- Type 1
- Type 2

**6. Title of Applicant's project:**

\_\_\_\_\_  
\_\_\_\_\_

**7. One sentence description of the project:**

\_\_\_\_\_  
\_\_\_\_\_

**8. One sentence description on the impact and beneficiaries of the project:**

\_\_\_\_\_  
\_\_\_\_\_

**9. Proposed Project:**

- a. Start Date: \_\_\_\_\_
- b. End Date: \_\_\_\_\_

10. Funding request amount: \$ \_\_\_\_\_

**PLEASE CERTIFY:**

- On behalf of the submitting organization named in item #1, above, I accept all conditions outlined in this RFA.
- I confirm that submission of this proposal constitutes acceptance of the evaluation factors contained in this RFA.
- I acknowledge receipt of any and all amendments to this RFA.
- By signing this application, I certify that the statements herein are true, complete, and accurate to the best of my knowledge. I also agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S.C., Title 218, Section 1001).

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**Authorized Signature** *(Must be signed by the Representative identified in item #2, above.)*

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**Date**



# COMMUNITY ENERGY EFFICIENCY DEVELOPMENT (CEED) PROGRAM

## GRANT APPLICATION PROJECT NARRATIVE

### I. SCOPE OF WORK

#### 1. PROJECT LOCATION

a. Does the proposed project take place in New Mexico?

Yes

No *(All projects must take place within New Mexico. Projects that do not meet this criterion will not be considered.)*

b. State the selected geographic block location (areas or property addresses where the project will take place). \_\_\_\_\_

c. Describe the rationale used for the geographic selection.

\_\_\_\_\_  
\_\_\_\_\_

#### 2. PROJECT PURPOSE

a. Does the proposed project target the adoption of energy-efficient consumer behavior, equipment, or devices resulting in a decrease in energy consumption without reducing the amount or quality of energy services?

Yes

No *(Projects that do not meet this criterion will not be considered.)*

*Check all that apply:*

energy-efficient consumer behavior

energy-efficient equipment

energy-efficient devices

health and safety measures

equipment or electrification upgrades

#### 3. PROJECT GOALS

Which of the following CEED Program goals does the proposed project serve? *(Check all that apply):*

reduce energy consumption

reduce energy-related operating costs

- reduce the carbon intensity of energy consumption

**4. PROJECT DESCRIPTION**

*The following prompts facilitate project characterization and alignment with CEED Program objectives.*

**a. Project benefit.**

- i. Specify the scope of work to be performed and outline the energy efficiency improvements to residential low-income housing units.

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- ii. Describe any additional benefits not described above that should be factored into the evaluation of this application.

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- b. Community benefit.** Describe the project benefits to the selected underserved community, what specific outcomes will result from the completion of this project, and the approach for maximizing project benefits in the community.

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- c. Objectives and expected impact.** Describe the project's alignment with the CEED Program's purpose (*section I. 2*) and goals (*section I. 3*).

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- i. How will the project meet these objectives, and how will this impact be measured.

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- d. Outreach and engagement.** Describe Applicant's plan to engage community partners, service providers, and participant households in the project.

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**5. PROOF OF TECHNICAL CAPABILITIES**

- a.** Describe Applicant's key technical capabilities for completing the work, grant administrator workload management, and any additional qualifications of project team members.

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- i. List Applicant's past grant administration and/or past energy efficiency program experience.

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- b. Describe Applicant's strategy to prevent fraud, waste, and abuse.

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**6. PARTICIPANT ELIGIBILITY REQUIREMENTS**

- a. Describe the proposed process for determining participant household eligibility.

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- b. Describe the proposed process for certifying the eligibility determination of participant households.

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**GRANT APPLICATION PROJECT NARRATIVE**

**II. LOGIC MODEL**

**1. PERFORMANCE MEASURES**

*Metrics proposed in applications may be tailored to the individual project.*

- a. What specific outcomes will result from the completion of this project?

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- b. Describe the reporting metrics/measures. How do the metrics/measures connect to the CEED Program goals (*section 1.3*)? How do the metrics/measures connect to the project's objectives?

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- c. Describe the tracking and data collection methods. How will data be gathered on the program's impact?

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**2. ESTIMATES**

Provide the following estimates:

- a. Reduction of energy use that will come from implementation of the proposed measures: \_\_\_\_\_
- b. Reduction of energy cost that will come from implementation of the proposed measures: \_\_\_\_\_

- c. Reduction in carbon intensity of energy consumption from implementation of the proposed measures: \_\_\_\_\_
- d. Other identified measured impact(s): \_\_\_\_\_
- e. Average impact by household: \_\_\_\_\_
- f. Aggregated impact of the project: \_\_\_\_\_
- g. Number of project participant underserved households: \_\_\_\_\_
- h. Number of project partner beneficiaries: \_\_\_\_\_

**GRANT APPLICATION PROJECT NARRATIVE**

**III. TIMELINE**

1. Provide a timeline for implementation, including major project milestones.

\_\_\_\_\_

\_\_\_\_\_

2. Describe Applicant's work plan detailing how tasks will be executed within the allotted timeframe and by which members of the project team.

\_\_\_\_\_

\_\_\_\_\_

3. **READINESS**

- a. Has preliminary project planning been completed?  Yes  No
- b. What plans, specifications, and/or bid documents have been completed?  
\_\_\_\_\_
- c. Is environmental/ground disturbance anticipated?  Yes  No
- d. Based on the three previous questions, how soon can the project be underway?  
\_\_\_\_\_
- e. How long will the project take to complete? \_\_\_\_\_

**GRANT APPLICATION PROJECT NARRATIVE**

**IV. PARTNERSHIP DESCRIPTIONS**

1. **COMMUNITY PARTNER(S)**

- a. Identify the proposed community partner(s) with experience in the area(s) in which the project will take place. \_\_\_\_\_

- b. Describe the scope of collaboration and experience of partner in working with the targeted underserved community.

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**2. SERVICE PROVIDER(S)**

- a. Identify the proposed service providers(s) with experience in the area(s) in which the project will take place. \_\_\_\_\_

- b. Describe the scope of collaboration and experience of partner in working with the targeted underserved community.

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- c. Describe any commitment by provider to employ apprentices from a registered apprenticeship program that promotes diversity or to provide paid internships to person(s) from the targeted underserved community.

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# COMMUNITY ENERGY EFFICIENCY DEVELOPMENT (CEED) PROGRAM

## GRANT APPLICATION DOCUMENTS

### REQUIRED ATTACHMENTS

1.  Budget
2.  Statement of Assurances Form

#### Optional Attachments:

- *Letter(s) of support from community partners or service providers.*

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#### **NOTE:**

- Applications are to be submitted electronically via an online form using this website address: <https://emnrd-ecmd.submittable.com/submit>
- This application template is for instructional use only. No printed/handwritten applications will be accepted.
- Applications must be complete and submitted online by December 22, 2023 at 5pm MST.