



CEED Program Questions & Answers

(To be updated/replaced as new questions are received)

Questions concerning the CEED Program RFA are to be submitted electronically or in writing to:

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ECMD is only able to respond to written questions regarding this RFA. Questions need to be clearly labeled and cite the section(s) in the RFA or other document which form the basis of the question.

Written answers to those questions will be posted on the EMNRD–ECMD website:
<https://www.emnrn.nm.gov/ecmd/CEED>

10/31/23

1. **Q: Can you share more about the size of grants?**
 - o A: The New Mexico Legislature allocated \$10M toward the CEED Program, and ECMD anticipates making multiple project awards from this RFA. Grant sizes will be dependent on the number of applicants, funding requests, and competitiveness of applications received.
2. **Q: Who is eligible within Pueblos to apply?**
 - o A: The eligible governmental entities according to the [Community Energy Efficiency Development Block Grant Act](#): "a county, municipality, Indian nation, tribe or pueblo or the New Mexico Mortgage Finance Authority may submit an application to the department for a grant for a community energy efficiency project."

11/3/23

3. **Q: Are there text/word limits for the "One sentence description of the project" and "One sentence description on the impact and beneficiaries of the project" questions in the Letter of Transmittal Form included in the CEED Program Application Template?**
(Template at: <https://www.emnrn.nm.gov/ecmd/ceed>)
 - o A: As these questions are in the cover sheet section of the application, only a brief description is required. Submittable has a limit of 30 words for these questions.
 - o Later in the Program Description section of the application for the "Project benefit" questions, there will not be set word limits, in order for applicants to have the

opportunity to expand in greater depth the details of the project.

4. **Q: For the application narrative question I.1.b. identifying the project location, "State the selected geographic block location (areas or property addresses where the project will take place)" would identifying a zip code be appropriate, or do you need more granular information about the location?**
 - o A: As zip codes in New Mexico can cover large areas, a more specific site such as a neighborhood name or cross streets will be helpful for identifying and verifying the location, (but specific residence addresses are not needed). If there's a reason a full zip code was selected, in that case the applicant would provide justification for that selection.

5. **Q: Where do I find the Budget Template and other attachments, and how do I submit those?**
 - o A: Attachments are posted to this link: <https://www.emnrd.nm.gov/ecmd/ceed> —the Budget Worksheet is a posted as a document and the Statement of Assurances Form can be found within the RFA document as Attachment 2.
 - o In order to submit, the Budget Worksheet will need to be downloaded from <https://www.emnrd.nm.gov/ecmd/ceed> and submitted by uploading it to the Community Energy Efficiency Development (CEED) Program Application at: <https://emnrd-ecmd.submittable.com/submit> as part of the application package. Both the current Excel format or a PDF format will be accepted. The Statement of Assurances Form questions will be built into the Submittable application.

6. **Q: In regard to the project timeline and reporting, is there a sense of how often reporting will happen? Ex, quarterly or monthly?**
 - o A: ECMD will collect data on a quarterly basis for this round of grant awards. ECMD may request additional status reports and items like reimbursement requests more frequently on a schedule agreed upon by both parties. In future application rounds with the inclusion of Federal funds for the program, the reporting frequency may increase.

11/13/23

7. **Q: Are multifamily buildings eligible?**
 - o A: Yes, the [Community Energy Efficiency Development Block Grant Act](#) defines residential housing as "a building, structure, or portion thereof, that is primarily occupied or designed for or intended primarily for occupancy as a residence by one or more households, including congregate housing, manufactured homes, and other facilities".

8. **Q: Are renters eligible?**
 - o A: Yes, the [Community Energy Efficiency Development Block Grant Act](#) outlines that affordable housing means residential housing primarily for low-income persons, including housing currently occupied by low-income persons or housing that is

affordable to low-income persons based on assessed value, rent, or estimated mortgage.

9. Q: Is solar eligible?

- A: Eligible community energy efficiency projects, as defined in the [Community Energy Efficiency Development Block Grant Act](#), are those "that provide improvements to residential buildings in an underserved community that will in the aggregate, reduce energy consumption, energy-related operating costs, or the carbon intensity of energy consumption". If solar fits within those project parameters, it is eligible.

10. Q: Can letters of support be from partners who have not formally committed to the project?

- A: Yes, but the scope of collaboration must be described in section IV. Partnership Descriptions of the application.

11. Q: Are there max/min dollar amounts that we can ask for?

- A: The New Mexico Legislature allocated \$10M toward the CEED Program and ECMD anticipates making multiple project awards from this RFA. No maximum or minimum amounts have been specified, but ECMD aims to maximize the impact of funding across communities statewide.

11/17/23

12. Q: Are tribes allowed to apply as a coalition, or must there only be one tribe listed as the applicant?

- A: Yes, Indian nations, tribes, or pueblos may apply as a coalition.

13. Q: Is the New Mexico Indian Affairs Department or another entity allowed to apply on the behalf of multiple tribes?

- A: The New Mexico Indian Affairs Department (IAD) may not apply for Indian nations, tribes, or pueblos because they are not an eligible entity outlined in the [Community Energy Efficiency Development Block Grant Act](#). The staff of IAD or other entities can help eligible tribal entities with the application process, but could not submit an application on their behalf.

14. Q: Is there a suggested timeline or program period for projects?

- A: It is anticipated that CEED Program contracts awarded as a result of this RFA may last up to three years, but will vary dependent on project need and complexity.

15. Q: Is there an online fillable application?

- A: The application through Submittable can be found at this link: <https://emnr-ecmd.submittable.com/submit>

11/27/23

16. Q: Regarding RFA Section V.F.2.: Partnership Descriptions, "Application packages must include: ... 2. descriptions of proposed service providers(s) with experience in the area(s) in which the project will take place..." Does this mean that service provider(s) can be preselected, and thus participate in the compilation of the grant application material, e.g., energy efficiency measure selection and technical information such as estimates of energy savings?
- o A: An entity can choose to select service providers prior to the award in order to facilitate the application process. Note that EMNRD determines costs incurred outside the project period as ineligible for repayment.
17. Q: Is there a predetermined limit to the amount of grant funds that can be awarded to a single application?
- o A: The New Mexico Legislature allocated \$10M toward the CEED Program and ECMD anticipates making multiple project awards from this RFA. No maximum or minimum amounts have been specified, but ECMD aims to maximize the impact of funding across communities statewide.

12/6/23

18. Q: What is the completion deadline for rolling out the awarded funding for the projects?
- o A: It is anticipated that CEED Program contracts awarded as a result of this RFA may last up to three years, but will vary dependent on project need and complexity. Due to this variable timeline, the completion date for funding is unknown. Reimbursement requests are anticipated to follow a monthly or quarterly schedule.
19. Q: What is the definition of a completed project? That it is measurable as far as benefits are concerned, or is construction completion sufficient?
- o A: A project will not be considered completed until the awarding agency determines that all applicable administrative actions and all required work of the grant award have been completed.
20. Q: If a partnership(s) is identified and verbally agreed upon, but there isn't yet an official MOU, will that be detrimental to the application potential award/points? Is a letter of support sufficient if so?
- o A: The absence of an official agreement will not be adverse in the application review. It is understood that formal agreement requirements vary depending on the applicant entity, and official contracts, MOUs, letters of support, etc. are optional.
 - o In the instance a competitive bid process will be required for project partners which may result in a potential conflict, please see Question 24 below for further guidance.
21. Q: In section V.B.1.i.e., the RFA asks how the project would support infrastructure improvements for affordable housing. Is e. referring to physical infrastructure within the building, external to the building (e.g., the electric grid), or extending to a broader definition (e.g., financial or workforce infrastructure)?

- A: This section refers to physical infrastructure within an affordable housing building, structure, or portion thereof.
22. Q: In section V.B.1.iii.: Participant Eligibility Requirements, the RFA asks applicants to demonstrate their ability to determine which participant households within the proposed community meet the eligibility criteria. Is there specific criteria you are looking for if the applicant is not with MFA?
- A: A number of criteria to determine participant household eligibility are listed in [Rule 19.1.10 NMAC, Community Energy Efficiency Development \(CEED\) Program.](#), section 19.1.10.12.D.: "Participant eligibility requirements."
23. Q: On the emnrd.nm.gov website it states, "ECMD may award multiple agreements under this RFA." Will there be a second RFA? If a second RFA is still unknown, what is the latest start date you will accept?
- A: ECMD anticipates there will be subsequent CEED Program RFAs, but the timeline is unknown. Estimated project start dates and completion dates will be considered in the application review process, but set date requirements have not been determined. Timelines for projects funded through the current RFA will not be impacted by subsequent RFA releases.
24. Q: The application is requesting entities to identify service provider(s) and describe their level of experience that will be involved with the project.
We have identified a conflict since the dollar value of the work required to implement this project might require a contract via a competitive bid process in order to remain in compliance with the state procurement code.
How would you suggest the entity proceed with addressing this area of the application considering this potential conflict?
- A: In the instance of a competitive bid process being required for selecting project partners resulting in a potential conflict, (1) the conflict needs to be identified and explained in the application and, (2) the parameters that will be required of the service provider(s) and the criteria for selection of the service provider(s) that will be included in the entity's Request For Proposals/bid solicitation need to be outlined in the grant application.
25. Q: Under the Application Logic Model II.2.h.: Estimates section, entities are asked to provide the "Number of project partner beneficiaries". Could we receive additional clarification on this metric?
Is this the number of partners we directly collaborate with that will benefit, or is this the number of clients that a project partner will serve/benefit in this project?
- A: This is the number of partner organizations (both community partners and service providers) that entities collaborate with and benefit from the project as well as the number of partner organization apprentices and interns that directly benefit due to the project.
... (continued below) ...

The previous question in Logic Model section II.2.g., asks for the estimated number of project participant underserved households, which should cover the project partner clients.

12/15/23

26. Q: Can you elaborate what EMNRD is looking for as far as Project Partner Beneficiaries?

- A: In the application, under the Logic Model II.2.h.: Estimates section, entities are asked to provide the "Number of project partner beneficiaries". This is the number of partner organizations (both community partners and service providers) that entities collaborate with and benefit from the project as well as the number of partner organization apprentices and interns that directly benefit due to the project.

27. Q: How will grant money be dispersed?

- A: Reimbursement requests are anticipated to follow a monthly or quarterly schedule, to be managed through the State SHARE-Oracle accounting system.

28. Q: Is there a required match?

- A: There is no required match for this RFA.

29. Q: Can you provide clarification on what EMNRD is looking for regarding apprenticeships?

- A: In the [Community Energy Efficiency Development Block Grant Act](#), "registered apprenticeship program that promotes diversity' means an apprenticeship program registered pursuant to the Apprenticeship Assistance Act [Chapter [21](#), Article [19A](#) NMSA 1978] that encourages diversity among participants, participation by those underrepresented in the industry associated with the apprenticeship program and participation from disadvantaged communities as determined by the workforce solutions department"

30. Q: Would it be possible to schedule a call or application review?

- A: Application reviews or calls prior to the December 22nd application deadline are not possible, but there will be a clarification period in January, after grants are submitted. During this period, applicants may be asked for clarifying information regarding issues of significance, and may be asked for corrections or changes to elements of the application and budget. In the event that the application is incomplete or clarification is required, the applicant will be notified by ECMD.