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Funding Guidelines for the San Mateo County Energy Watch (SMCEW) Municipal Energy Efficiency Call for Projects

Background

The City/County Association of Governments of San Mateo County (C/CAG) is a joint powers agency whose members are the County and the 20 cities and towns in San Mateo County. Its primary role is a Congestion Management Agency, but it also administers the San Mateo County Energy Watch (SMCEW), a PG&E ratepayer-funded program that provides no-cost energy audits, benchmarking, and climate action planning services. As part of the SMCEW program, the Municipal Energy Efficiency Call for Projects is funded by California utility customers and administered by PG&E under the auspices of the California Public Utilities Commission (CPUC). C/CAG contracts with County of San Mateo Office of Sustainability to administer the program.

Project Goals

The goal of the Municipal Energy Efficiency Call for Projects is to support local governments (cities, towns, and the County) in San Mateo County in the identification and implementation of energy efficiency projects at their facilities. The Municipal Energy Efficiency Call for Projects is intended to fund local government staff time spent on activities related to energy efficiency project implementation. There are two tiers of funding available to jurisdictions. The first tier is for jurisdictions that identify an energy efficiency project and demonstrate commitment to complete that project, but the project completion date is beyond 2018 calendar year. The second tier is for jurisdictions that successfully identify and complete an energy efficiency project within the 2018 calendar year. See the Funding Details section for more information.

Eligible Applicants

Only local governments (cities, towns, and County) in San Mateo County are eligible applicants for funding through the Call for Projects.

Eligible Projects

Projects should demonstrate a reasonable commitment to the implementation of energy efficiency retrofits at the jurisdiction's facilities. Eligible energy efficiency projects may include interior or exterior lighting, HVAC, controls, and other measures which will generate CPUC-approved¹ energy savings for the local government, and which can be supported through an existing PG&E energy efficiency program. The grant funding must be in support of energy efficiency that is tied to a facility upgrade (e.g., lighting or HVAC) or facility program (e.g., retro-commissioning). The grant cannot fund renewable energy projects (e.g., solar or electric vehicle charging stations). The Municipal Energy Efficiency Call for Projects will encourage multiple measures in a building or

¹ CPUC ratepayer programs are funded through a public goods charge collected by the investor-owned utility (IOU) programs on customer bills. Both SMCEW and this grant program are funded by California utility customers and administered by PG&E under the auspices of the CPUC. PG&E supports a range of CPUC-approved energy efficiency programs aimed at promoting increased and persistent energy savings in local government facilities.

buildings, as is already encouraged through our Comprehensive Energy Recommendations efforts.

Eligible Activities

Grants will fund local government staff (including consultant staff) work on energy efficiency project implementation. Local governments should leverage the SMCEW program and the no-cost services available for energy efficiency work. The SMCEW program is available to support local governments throughout a comprehensive energy recommendation process and/or direct install implementation. The SMCEW team will meet with local government staff to help identify the greatest energy saving opportunities. Guided by local government staff, an SMCEW engineer will audit selected facilities and then present findings to key staff. Furthermore, the SMCEW team can assist staff in preparing bid documents, contractor procurement, and applications for incentives and loans.

The goal of this Municipal Energy Efficiency Call for Projects is to fund local government staff work with SMCEW and to leverage the no-cost services stated above. Grants will fund local government staff work on the facility audit, audit findings review meetings, analyzing financing options, presentations to the City or Town Council, developing or reviewing provided equipment specifications, procuring contractors, and more. This grant is focused on the “soft costs” of energy efficiency project implementation and cannot fund the hard costs (i.e., equipment).

Funding Details

There is up to \$400,000 in Implementation funds in the SMCEW program budget for the Municipal Energy Efficiency Call for Projects. Local governments may be awarded a maximum of \$50,000 and are limited to submitting one application per jurisdiction. The grant contract will be between the local government and C/CAG. Grant funds will be awarded as milestones are completed.

Local governments will need to reach project milestones to receive “progress payments” of grant funds. There are two tiers of funding available to jurisdictions. The first tier is for jurisdictions that identify an energy efficiency project and demonstrate commitment to complete that project, but the project completion date is beyond 2018 calendar year. The second tier is for jurisdictions that successfully identify and complete an energy efficiency project within the 2018 calendar year. See the Funding Details section for more information. Jurisdictions are eligible for both progress payments if they are able to achieve both milestones.

Tier	Milestone	Progress Payment
Tier 1	Identification of and commitment to complete an energy efficiency project by December 31, 2018 (e.g., approval by City Council or City Manager). To meet this milestone, agencies do not have to complete the project by December 31, 2018.	\$20,000
Tier 2	Completion of energy efficiency project by December 31, 2018.	\$30,000

Timely Use of Funds

Progress payments will be made as milestones are met. If a milestone is not met funding for that tier will be forfeited. Final invoices for eligible reimbursement must be submitted by December 31, 2018.

Required Application Elements

- Local government agency name, address, point of contact
- Names and position titles of responsible staff
- Inventory of proposed project locations, including location, square footage, and potential energy saving measures
- Energy audit results/analysis (if applicable)
- Previous energy efficiency retrofits completed through PG&E incentive programs for the identified locations (if applicable)
- Estimate of capital investment available to complete projects
- Interest in pursuing PG&E's 0% On-Bill Financing program (https://www.pge.com/en_US/business/save-energy-money/financing/energy-efficiency-financing/energy-efficiency-financing.page), or other financing programs.

Evaluation Criteria

Evaluation Criteria	Description	Max Points
Proposed Project	Project identifies key opportunities at facilities for energy efficiency work.	40
Project Timeline	Preliminary project timeline, is realistic for project scope, and fits within grant deadline.	30
Funding	Application demonstrates identification of appropriate staff, capital funding, and/or willingness to leverage PG&E's On-Bill Financing program.	30
Total		100

Application Submission

Applicants should submit electronic copies of the completed application along with any supporting documents by December 15, 2017. A workshop for prospective applicants will be held on November 6, 2017 at 2:00pm in the San Carlos City Hall (Enterprise Room).

Please submit applications to:

Andrea Chow

achow@smcgov.org

Tentative Schedule for SMCEW Municipal Energy Efficiency Call for Projects

Event	Date
Call for Projects Issued	October 20, 2017
Application Workshop	November 6, 2017 at 2:00pm San Carlos City Hall (Enterprise Room)
Applications Due	December 15, 2017
Evaluation Panel Review	December 2017
C/CAG Board Approves Evaluation Results	January 2017
Execute Funding Agreements with Project Sponsors for Awarded Projects	By March 1, 2018
Final Reimbursement Requests Due	December 31, 2018

For any questions regarding the program or application process, please contact Andrea Chow at achow@smcgov.org or 650-363-4125.

San Mateo County Energy Watch
Municipal Energy Efficiency Call for Projects
Evaluation Criteria

Evaluation Criteria	Description	Scale	Max Points
<i>Section II: Proposed Project</i>			
Commitment	Agency identifies staff/consultant available to work on the proposed project.	No staff and/or consultant identified — 0 Staff and/or consultant identified— 5	5
Agency support	Agency defines energy efficiency goals. Agency provides details of how these goals were identified and formalized.	No agency support – 0 Strong agency support – 5	5
Project details	Proposed project includes as much detail as possible, including: facility type and location, square footage, and types of technology.	Poorly developed project proposal – 10 Satisfactory project proposal – 20 Strong project proposal – 30	30
<i>Section III: Project Timeline</i>			
Project timeline	Project demonstrates a feasible timeline with estimated deadlines for key tasks. Timeline indicates when project will achieve Tier 1 or Tier 1 and Tier 2 milestones.	Poorly developed timeline – 0 Satisfactory timeline – 15 Strong project timeline – 30	30
<i>Section IV: Project Funding</i>			
Funding	Agency demonstrates ability to fund project and/or willingness to pursue funding.	Low ability to fund project — 0 Medium ability to fund project — 15 High ability to fund project — 30	30
			100