



PROGRAM OPPORTUNITY NOTICE

GREEN COMMUNITIES GRANT PROGRAM

PLANNING ASSISTANCE



DATE ISSUED: JULY 10, 2009

APPLICATION DEADLINE: Extended to 5 PM, August 14, 2009

The Green Communities Division is pleased to announce the availability of planning assistance for communities wishing to be designated as Green Communities.

INTRODUCTION

The landmark Green Communities Act signed into law by Governor Patrick in July 2008 created the Green Communities Division within DOER to serve as the hub for all cities and towns on all matters related to energy. Along with the Division, the Green Communities Act established the Green Communities Grant Program, providing up to \$10,000,000 annually in grant funding to cities and towns that meet five specific criteria. The grant program will fund energy efficiency and renewable energy activities. The five criteria include:

1. Provide for the as-of-right siting of renewable or alternative energy generating facilities, renewable or alternative energy research and development (R&D) facilities, or renewable or alternative energy manufacturing facilities in designated locations.
2. Adopt an expedited application and permitting process under which these energy facilities may be sited within the municipality and which shall not exceed 1 year from the date of initial application to the date of final approval.
3. Establish an energy use baseline inventory for municipal buildings, vehicles, street and traffic lighting, and put in place a comprehensive program designed to reduce this baseline by 20 percent within 5 years of initial participation in the program.
4. Purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.
5. Require all new residential construction over 3,000 square feet and all new commercial and industrial real estate construction to minimize, to the extent feasible, the life-cycle cost of the facility by utilizing energy efficiency, water conservation and other renewable or alternative energy technologies.

Recognizing that cities and towns may need guidance to meet these criteria, the Green Communities Division is offering planning assistance to eligible cities and towns to aid them in meeting the five criteria to become a “Green Community” This planning assistance will be provided through consultants selected by the Green Communities Division and will include the following tasks:

- a. Verify those criteria that have been met

- b. Develop an action plan to meet the outstanding criteria by:
 - i. Identifying key staff responsible for each task as well as the necessary resources
 - ii. Establishing timelines and schedules to complete tasks
 - iii. Providing draft and model documents for final criteria verification
- c. Meet with municipal officials, boards and committees to present plans and answer questions
- d. Produce copies of plans for municipality

ELIGIBILITY

To be eligible for the planning assistance, municipalities must meet the following criteria:

- Provide a letter of commitment from the Chief Executive Officer of the city or town to meet all five criteria within one year of technical assistance award
- Has established an energy committee and/or partnership with community energy organization to address energy issue
- Although not an eligibility requirement, Regional applications will be given special consideration

FUNDING

Green Communities will fund 100% of the consulting services provided under this program. Consultants have been selected through a competitive Request for Responses (RFR) process based on background and experience.

Awards will be in the form of consulting services and consultants.

Among the factors considered (but not limited to) in determining grant awards will be need and regional coverage. Based on available resources and the number of applications received, communities will be served in the following order of priority:

1. Those who meet 3 of the criteria at time of application
2. Those who meet 2 of the criteria at time of application
3. Those who meet 1 of the criteria at time of application

NOTE: Communities that meet 0 or 4 of the criteria at time of application may be served based on availability of funds. Also, priority will be given to regional applications.

As it relates to consultant assignments, DOER reserves the right to make all planning assistance assignments through this grant program.

PROGRAM ADMINISTRATION

The Green Communities Division will assign all consultants and will oversee the planning assistance process. Consultants will lead the planning activities and ensure that all tasks are completed within the established timeframe.

Consultants will be required to schedule a site visit at a time convenient to the municipality. The site visit shall be completed within thirty (30) business days of the Consultant's receipt of the assignment,

and a report summarizing what the Consultant accomplished with the municipality along with a copy of the municipality's action plan must be submitted to DOER within (90) business days of the initial site visit.

Municipalities that receive planning assistance agree to participate fully with the consultants assigned and to provide information and documents requested by the consultant in order to complete the assignment.

PROGRAM REPORTING

The Consultant will provide bi-weekly updates to Green Communities for the program period electronically in a format agreed to by Green Communities.

HOW TO APPLY

Application packages are available through the Massachusetts Department of Energy Resources Green Communities Website at www.mass.gov/energy/greencommunities. The Application deadline is August 7, 2009 by 5:00 PM (EDT). Green Communities reserves the right to limit the number of awardees.

Completed applications may be submitted one of two ways:

HARDCOPY: Green Communities Division
Planning Assistance Program
Attention: Jackie Meyer
100 Cambridge Street, 10th Floor
Boston, MA 02114

ELECTRONICALLY: Jackie.meyer@state.ma.us

QUESTIONS CONCERNING THE PON

Requests for clarification or additional information regarding this PON may be submitted via e-mail using the subject line "Green Communities Grant Program – Planning Assistance" to cliff.sullivan@state.ma.us You may also contact Cliff Sullivan by telephone at (617) 626-7360.

TIMELINE

Applications available	July 10, 2009
Deadline for submitting applications	August 14, 2009
Awards announced	August 21, 2009
Green Communities Grant Program launched	Fall/Winter, 2009



GREEN COMMUNITIES PLANNING ASSISTANCE PROGRAM 2009 APPLICATION

APPLICANT INFORMATION

Municipality			Contact (print)	
Street Address			Title	
City/Town	State	Zip Code	Telephone	Email
	MA			

ELIGIBILITY

1. Meets one or more of the following Green Communities Criteria (check each box that applies):

- As-of-Right zoning for renewable or alternative energy generation, R&D facility or manufacturing facility (***Please attach a copy of the applicable zoning bylaw***)
- Expedited permitting process (***Please provide evidence of expedited permitting requirement***)
- Established energy baseline for all buildings, vehicles and streetlights and commits to reducing the baseline by 20% over five years (***Please provide evidence of energy baseline and policy on energy reduction commitment***)
- Procure only fuel efficient vehicles (***Please provide evidence of purchasing policy***)
- Requires all new construction to minimize the life-cycle cost of the facility by utilizing energy efficiency, water conservation and other renewable or alternative energy technologies (***Please provide evidence that the BBRS (Board of Building Regulations and Standards) stretch code has been adopted, or some other standard that minimizes life cycle energy costs and is enforceable by the municipality for new construction***)

2. Letter of commitment to meet all five criteria within one year of technical assistance award (please attach letter from Chief Executive Officer (Board of Selectmen, Mayor)

3. Has established an energy committee and/or partnership with community energy organization to address energy issue (**please provide minutes, policy, bylaw or other evidence**)

4. Check the box to indicate regional application

List municipalities represented by regional entity

NOTE: Regional applicant must include letters from the Chief Executive Officer for each of the municipalities listed in this section acknowledging that the regional entity is applying on their behalf and that they are a party to this application.

AUTHORIZATION

I _____, as the _____ hereby
(state your name) (state your title)

confirm that I am duly authorized to submit this application on behalf of the city / town / regional entity of _____ and that all information contained in this application is true and accurate.

Name: Date:
Title:

CONTACT INFORMATION

For more information please contact:

Cliff Sullivan
Green Communities Division
cliff.sullivan@state.ma.us
(617) 626-7360

Applications are due by **5:00pm on Friday, August 14, 2009**. Applicants may submit their applications either as hard-copy or via email.