

MUNICIPAL ENERGY RESILIENCE ASSESSMENT APPLICATION GUIDE

This guide is designed to help applicants prepare applications. Applicants can: 1) see each application question – column on the left, and 2) find guidance on answering the question – right column.

Applicants shall submit one application, including up to five buildings for which they are requesting an assessment. Section 2 of this application will be completed for each building; section 1 and the final acknowledgements section should only be completed once. If you have more than 5 buildings you would like assessed, please submit an additional application. Applicants need not apply for the same level of assessment for all their buildings (e.g. an applicant may submit one building for a Level 1 assessment, and another building for a Level 2 assessment, if they choose).

| SUMMARY & NARRATIVE FORM | |
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| Section 1: APPLICANT INFORMATION | |
| Questions | Advice for Applicants |
| 1. Municipality Name. | Only the municipality name is required, NOT the municipal designation (e.g. Town of, City of, Village of, etc.) |
| 2. Name of Authorized Representative completing this application. This is the person authorized to complete the application for the covered municipality. | The Authorized Representative may be any person that the covered municipality’s governing body has approved to apply for these funds on their behalf. |
| 3. Authorized Representative Position. | The role that the Authorized Representative fulfills for the Covered Municipality. |
| 4. Authorized Representative Email. | Email address for Authorized Representative. <i>***Please double check that there are no typos as this email will be used for all correspondence, and if entered incorrectly you may not receive emails regarding your application.***</i> |
| 5. Authorized Representative Phone #. | Phone number for Authorized Representative. |
| 6. Municipal Designation. The municipality’s designation, as enacted through charter or another act of incorporation by the Vermont General Assembly. | <ul style="list-style-type: none"> ▪ Act 172 defines a covered municipality as “a city, town, fire district, or incorporated village, and all other governmental incorporated units except for school districts”. ▪ Unified Towns and Gores (UTG) applies to those in Essex County only. Any other gores, unincorporated towns, or unincorporated villages in Vermont are not considered governmental incorporated units. |

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| <p>select from the following list in the online application</p> <ul style="list-style-type: none"> <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Incorporated Village <input type="checkbox"/> Unified Towns and Gores <input type="checkbox"/> Fire District <input type="checkbox"/> Other (explain) | <ul style="list-style-type: none"> ▪ If selecting “Other”, please describe your designation (e.g. Solid Waste District, County Court, Insect Control District, etc.) |
| <p>7. Applicant’s Complete Mailing Address. Street address, Town, ZIP</p> | <ul style="list-style-type: none"> ▪ This is the applicant’s principal place of business, NOT the address of the building for which they are requesting an assessment. That information will be provided later in the form. |
| <p>Section 2: Building Information</p> | |
| <p>Questions</p> | <p>Guidance to Applicants</p> |
| <p>8. Building Name. E.g. Newbury Town Office, Rutland Free Library</p> | <p>Ex. “Ripton Town Hall”, “South Burlington Fire Station 1”, “Orwell Town Garage” etc.</p> |
| <p>9. Complete Building Address. This is the address of the building for which you are applying to receive an assessment.</p> | <p>123 Main St., TOWN, VT, ZIP</p> |
| <p>10. Building ownership status.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Owned <input type="checkbox"/> Perpetually Leased <input type="checkbox"/> Neither | <ul style="list-style-type: none"> ▪ Please select if building is owned or perpetually leased or select neither. |
| <p>11. Please rank this building’s priority for receiving an assessment. From 1 (highest priority) to 5 (lowest priority)</p> | <ul style="list-style-type: none"> ▪ If you are only applying for one building, select 1. If you are applying for multiple, select 1 for the first building and follow in order for each additional building. |

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| <p>12. Approximate Building Area (Square Feet). If the building does not have property records or other documentation readily available, please provide your best estimate.</p> | <ul style="list-style-type: none"> ▪ Please provide square footage for the entire building envelope ('conditioned space'), as well as any unconditioned space that is also part of the facility (e.g., unconditioned garages or attics). ▪ Using building documentation to provide the square footage is preferred, but if not available, please provide your best estimate. ▪ This information will be used to estimate the cost of the assessment. The cost estimate will NOT be used in scoring the application, but it is requested for BGS financial purposes. |
| <p>13. Primary contact for this building with whom BGS will coordinate the assessment.</p> | <ul style="list-style-type: none"> ▪ This may be anyone who regularly occupies the building, or whom the municipal governing body has designated as the covered municipality's "point person" on the day of the assessment (including the authorized representative or fiscal contact named previously in this application). ▪ This will be the person in charge of: meeting with BGS, the covered municipality's RPC, and the contractor (either virtually or in-person) prior to the assessment in order to coordinate logistics for the proceedings; gathering relevant building documents for the contractor, as applicable; notifying other building occupants that the assessment will be taking place; and being present to unlock the building (and any other spaces inside the building which the contractor may need to access) at the date and time for which the assessment is scheduled. |
| <p>14. Primary Contact Email.</p> | <p>Ex.(name.last@town.gov)</p> |
| <p>15. Primary Contact Phone.</p> | <p>(802)123-1234</p> |
| <p>16. Please select the level of assessment for which you are applying:</p> | <ul style="list-style-type: none"> ▪ You may apply for either, as both assessments are free. A Level 1 is a shorter time commitment and doesn't require building documentation. A Level 2 assessment takes longer and does require building documentation but is more comprehensive. Both assessments will qualify the applicant to apply for a MERP Implementation Grant. |
| <p><input type="checkbox"/> Level 1 Energy Resilience Assessment <input type="checkbox"/> Level 2 Energy Resilience Assessment <input type="checkbox"/> Non-Standard or Existing Assessment Review</p> | <ul style="list-style-type: none"> ▪ Whichever option is chosen, an automatic email will get sent after submitting the application that will give you access to a private SharePoint folder so you can put in your documents for the Level 1, Level 2 assessment or your existing assessment for review. ▪ Selecting 'Non-Standard or Existing Assessment Review' will take you to question #20, below. |
| <p>17. (if you selected 'Level 1 Energy Resilience Assessment' to the question above) Do you have access to any of the following? The below items are not necessary for a Level 1 assessment; however, if available, they will increase accuracy of est. savings. You will submit these documents through a SharePoint link, with your RPC's assistance if needed.</p> <p>select from the following list. You may select as many options as apply.</p> | <ul style="list-style-type: none"> ▪ Descriptions of each item: <ul style="list-style-type: none"> ▪ <u>Electrical use and demand history AND Fuel use</u>: All utility bills over the last 3 years if possible 12 months at a minimum ▪ <u>Building mechanical and electrical plans</u>: Part of the building's architectural drawings ▪ <u>Lighting schedules</u>: Part of the building's architectural drawings ▪ <u>Sequences of operations</u>: For heating, ventilation, and air conditioning (HVAC) systems, ▪ <u>Building control system points list</u>: The inputs and outputs of the building management system (e.g., how a thermostat (input) controls the building's heating system (output) to be in line with the set room temperature (variable)) ▪ <u>Building maintenance programs</u>: documented policies for the maintenance of building system components |

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| <ul style="list-style-type: none"> <input type="checkbox"/> Electrical use and demand history- last 3 years if possible, 12 months minimum. <input type="checkbox"/> Fuel use (oil, gas, propane, wood, etc.)- last 3 years if possible, 12 months minimum. <input type="checkbox"/> Building mechanical and electrical plans, maintenance manuals <input type="checkbox"/> Building Architectural Drawings <input type="checkbox"/> Lighting schedules <input type="checkbox"/> None of the above | <ul style="list-style-type: none"> ▪ <u>Plans related to the broader facility</u>: These documents are needed for the battery storage/electric vehicle (EV) charging evaluation component of the assessment. ▪ If you have the available documents, you may want to consider applying for a Level 2 assessment as it is more comprehensive and would qualify you to apply for the Municipal Energy Loan Program (details to come). |
| <p>17. (if you selected 'Level 2 Energy Resilience Assessment' to the question above) Please confirm that you have access to the following: To apply for a Level 2 assessment, please provide the items below. You will submit these documents through a SharePoint link, with your RPC's assistance if needed.</p> | <ul style="list-style-type: none"> ▪ Descriptions of each item: <ul style="list-style-type: none"> ▪ <u>Electrical use and demand history AND Fuel use</u>: All utility bills over the last 3 years if possible 12 months at a minimum ▪ <u>Building mechanical and electrical plans</u>: Part of the building's architectural drawings ▪ <u>Lighting schedules</u>: Part of the building's architectural drawings ▪ <u>Sequences of operations</u>: For heating, ventilation, and air conditioning (HVAC) systems, and |
| <p>select from the following list. You may select as many options as apply.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Electrical use and demand history- last 3 years if possible, 12 months minimum. <input type="checkbox"/> Fuel use (oil, gas, propane, wood, etc.)- last 3 years if possible, 12 months minimum. <input type="checkbox"/> Building mechanical and electrical plans, maintenance manuals <input type="checkbox"/> Building Architectural Drawings <input type="checkbox"/> Lighting schedules <input type="checkbox"/> None of the above | <ul style="list-style-type: none"> ▪ <u>Building control system points list</u>: The inputs and outputs of the building management system (e.g., how a thermostat (input) controls the building's heating system (output) to be in line with the set room temperature (variable)) ▪ <u>Building maintenance programs</u>: documented policies for the maintenance of building system components ▪ <u>Plans related to the broader facility</u>: These documents are needed for the battery storage/electric vehicle (EV) charging evaluation component of the assessment. ▪ If you have the available documents, you may want to consider applying for a Level 2 assessment as it is more comprehensive and would qualify you to apply for the Municipal Energy Loan Program (details to come). |
| <p>18. Please tell us why you are requesting an Energy Resilience assessment for this building. Please limit your response to a paragraph.</p> | <ul style="list-style-type: none"> ▪ This is the applicant's opportunity to describe their energy resilience plans for their building with information that is not otherwise captured in this application form. |
| <p>19. Do you have another building that you are requesting an assessment for? Yes/No.</p> | <ul style="list-style-type: none"> ▪ 'Yes' will prompt you to complete this section again for the additional building, up to 5 times. ▪ 'No' will bring you to the acknowledgements. |

Acknowledgements

| Questions | Guidance to Applicants |
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| <p>By checking this box I attest that I have the authority to apply for and enter into agreements on behalf of the named municipality.</p> <p><input type="checkbox"/> I understand</p> | <p>Check the box on the form. Ensure the box is checked before submitting.</p> |
| <p>By checking this box I certify that my municipality has access to high-speed Internet, as defined in the State’s Telecommunication Plan set forth in 30 V.S.A. § 202c, OR that my covered municipality will have a plan in place by 12/31/2024 to ensure access to high-speed Internet at a later date.</p> <p><input type="checkbox"/> I understand and agree</p> | <p>Check the box on the form. Ensure the box is checked before submitting.</p> |
| <p>By checking this box I certify that all information provided as part of this application is true and correct to the best of my knowledge. I give my consent for this application to use the information provided herein for the purpose of consideration. I will provide any supplemental information that I have indicated in this application to my RPC or to BGS directly.</p> <p><input type="checkbox"/> I understand</p> | <p>Check the box on the form. Ensure the box is checked before submitting.</p> |