

**REQUEST FOR PROPOSALS  
FOR  
DISTRIBUTED COMMUNITY SOLAR AND WIND ENERGY INSTALLATIONS**

*March 14, 2014*

## **INTRODUCTION**

The purpose of this Request for Proposals (RFP) is to obtain proposals for distributed photovoltaic (solar) and wind energy projects that promote the development and deployment of community-centered, cost-effective, and grid-connected renewable energy solutions for the long-term benefit of Vermont electric customers.

The total amount of funding available through this competitive RFP from the Vermont Clean Energy Development Fund (CEDF) is \$470,000. The funds are provided from an appropriation to the CEDF by the Vermont General Assembly.

**Awardees will be subjected to transparency and reporting requirements** including, but not limited to: reporting, tracking, and documentation of incurred costs, and access to records. Respondents are encouraged to thoroughly review this RFP.

Proposals must be for projects based in Vermont. All projects awarded CEDF funds must be grid-connected and installed within 12 months of the award being executed. Projects **may not sell** environmental attributes, i.e. Renewable Energy Certificates (RECs).

**Matching is required.** Cash match of at least 50% of the grant amount requested is required, and more is encouraged. Applicants are encouraged to explain the justification for the amount of match proposed, which will be taken into account as part of the competitive proposal review process (see Selection Criteria). Applicants should take into account that the Vermont Small Scale Renewable Energy Incentive Program currently offers incentives equal to less than 10% of the installed cost for residential PV systems.

Projects that will participate in the Vermont Sustainably Priced Energy Enterprise Development (SPEED) Standard Offer program are not eligible for grants from the CEDF. Entities who can otherwise receive incentives through the Vermont Small-Scale Renewable Energy Incentive Program (SSREIP) for their projects (see [www.nerc-vt.org/incentives-program/general-information](http://www.nerc-vt.org/incentives-program/general-information)) are not eligible for receiving funding under this RFP unless they can clearly and convincingly demonstrate why such funding is necessary.

Eligible applicants include municipalities, businesses, non-profit organizations, public-serving institutions (defined in this RFP as non-profit public and independent schools, universities,

colleges, hospitals, and health care clinics), and other community enterprises. Awards will be made through this competitive RFP process. Award recipients will be expected to report on the expected and actual energy generation achieved for at least two years as well as other factors detailed below.

Projects must be owned, sponsored, and/or hosted by a municipality, non-profit, public-serving institution, or community-focused enterprise or must otherwise demonstrate how they function to primarily serve Vermont communities.

## **SUBMITTING THE APPLICATION**

**Proposals must arrive at the Public Service Department (PSD) office by 4:00 P.M. on Friday, May 9, 2014.** Applicants mailing proposals should allow adequate time to ensure receipt of their proposal(s) by the deadline. Proposals received after the application deadline will not be considered. Proposals are limited to 10 pages, with no less than a 12-point font and one-inch margins. One original signed hard copy, two additional copies (double-sided), and an electronic copy (which must be emailed) of the proposal must be delivered to the CEDF at the PSD.

Proposals must include a complete Cover Page, Proposal Narrative, and Budget Worksheet, which are attached to this RFP, and are posted on the CEDF website or can be acquired by contacting the CEDF. Electronic copies should be emailed to the CEDF contact listed below and should consist of the following in this order: Cover Page, Proposal Narrative, Budget Worksheet, and Supplemental Materials. **Both** electronic and hard copies must arrive before the deadline. Proposals and questions should be addressed to:

Andrew Perchlik  
CEDF Director  
C/o Vermont Public Service Department  
112 State Street  
Montpelier, VT 05620-2601  
Phone: (802) 828-4017  
Email: [andrew.perchlik@state.vt.us](mailto:andrew.perchlik@state.vt.us)

Any questions should be submitted in writing, preferably by email, with the subject line, "Community Energy RFP Question." Questions are due by 4 p.m. April 9, 2014 and will be answered in a comprehensive Q&A document that will be posted at the CEDF web site alongside this RFP by April 11, 2014 at 4 p.m.

## **CEDF BACKGROUND**

In 2005, the Vermont General Assembly established the CEDF through Act 74 (30 V.S.A. § 8015). The Act specifies the CEDF scope of work and authorities. 30 V.S.A. § 8015 (c) states the purpose of the CEDF as follows: “The purposes of the fund shall be to promote the development and deployment of cost-effective and environmentally sustainable electric power and thermal energy or geothermal resources for the long-term benefit of Vermont consumers, primarily with respect to renewable energy resources, and the use of combined heat and power technologies.”

The CEDF offers a portfolio of funding opportunities to accelerate the development, commercialization, and production of clean energy in Vermont including: grants, direct incentive payments through the *Vermont Small-Scale Renewable Energy Incentive Program*, credit enhancements for renewable energy lenders, contracts for specific products or services, and other offerings as may be authorized by the Vermont General Assembly and subject to approval of the PSD. Since its inception, the CEDF has awarded \$59 million in federal and state resources to businesses, community groups, municipalities, schools, institutions, farms, and individuals for renewable energy and energy efficiency in Vermont. These funds leveraged total investments of more than \$195 million in the state’s clean energy infrastructure. Programmatic activities and associated funding are developed by the CEDF staff in conjunction with the appointed CEDF Board, which oversees development of the CEDF strategic plan and annual budget. Additional information on the CEDF is available on the PSD website at:

[http://publicservice.vermont.gov/topics/renewable\\_energy/cedf](http://publicservice.vermont.gov/topics/renewable_energy/cedf)

**PROGRAM SUMMARY:**

<b>Award Description</b>	
<b>Eligible Applicants:</b>	Municipalities, businesses, nonprofits, public-serving institutions (schools, colleges, universities, hospitals & health care clinics), and other community enterprises
<b>Eligible Projects:</b>	Owned, sponsored, and/or hosted by a municipality, nonprofit, public-serving institution, or community-focused enterprise or demonstrate primary benefit to VT communities
<b>Funding Type:</b>	Grants
<b>Total Amount available:</b> <i>Maximum Grant:</i> <i>Minimum Grant:</i>	\$470,000 \$125,000 \$ 5,000
<b>Cash Match Required:</b>	At least 50% (more is highly encouraged)
<b>Technologies Allowed:</b>	Net-metered, grid-connected solar photovoltaic systems > 10 kW and/or wind turbines of 100 kW or less (wind turbines must be certified by the Small Wind Certification Council and/or manufactured in Vermont, and installed on towers of at least 29 meters)
<b>Exclusions (not eligible):</b>	-Studies -Special demonstration projects -Off-grid projects -Projects participating in the SPEED Standard Offer program -Projects that plan to sell environmental attributes (i.e., Renewable Energy Certificates or RECs)

**INFORMATION FOR APPLICANTS**

**General Information:**

This solicitation is open to new and prior applicants who have received or sought funding under any CEDF grant round or through the CEDF’s Small-Scale Renewable Energy Incentive Program. Priority will be given to those that have not received funding before. Projects must be owned, sponsored, and/or hosted by a municipality, non-profit, public-serving institution, or community-focused enterprise or must otherwise demonstrate how they function to primarily serve Vermont communities. Preference will be given to projects that provide the greatest

community benefit, can show community support and involvement in the application, and which primarily benefit Vermont communities. Entities who can otherwise receive incentives through the Vermont Small-Scale Renewable Energy Incentive Program (SSREIP) for their projects (see [www.erc-vt.org/incentives-program/general-information](http://www.erc-vt.org/incentives-program/general-information)) are not eligible for receiving funding under this RFP unless they can clearly and convincingly demonstrate why funding through this RFP is necessary. Applicants may submit more than one proposal. Funds cannot be used for projects that have already begun construction. If equipment purchases have already been made, applicants must explain why and include additional justification of the need for funding. Funds may be used for projects that have already received a state Certificate of Public Good and/or other necessary permits.

Any awards will be made through this competitive RFP. If the CEDF receives more applications than it has funding available for, successful applicants will be offered an award (which may be less than the amount requested, subject to negotiations between the CEDF and the applicant) and select applicants that scored well but did not receive an award may be placed into a queue to receive funding should one or more of the successful applicants drop out or decline their award.

**Historic Preservation:**

Projects selected for an award will likely need written approval from the Vermont Division for Historic Preservation prior to issuance of a grant agreement. Applicants should consult the Division's website at [www.historicvermont.org](http://www.historicvermont.org) and Appendix B for more information.

**Term:** All projects funded under this solicitation should be completed and generating electricity within 12 months from the execution of the grant agreement with the State. The term of the grant will last two years from the date the project's commissioning.

**Reporting:**

Reporting will be required by any projects receiving an award. Reporting will include quarterly progress as well as a final report after two years of operation.

Quarterly and the final project reports will include expenditures and also specific activities and amount of power generated. Five percent of grant funds will be held back until the final report has been received by the CEDF.

**Matching Funds:** Under this solicitation, applicants will be required to demonstrate at least 50% cash match as part of the application process. Applicants will need to submit a letter of commitment identifying the cash match from the source(s) of that funding. For example, if an applicant has received a commitment from an organization to provide funds that cover part of the cost for the solar panels or wind turbine(s), the applicant must provide a copy of the commitment letter. Preference will be given to projects that demonstrate cash match by the applicant in amounts greater than the required minimums, especially for projects that are able to monetize state and federal tax credits.

**Exclusions:** No funding will be awarded for studies or special demonstration projects. Applicants may be partially reimbursed for administrative, educational, outreach, and similar types of activities on a case-by-case basis, if the need for such funding is justified. All projects

must be based in Vermont. All projects must be net metered and grid-connected. Projects may not sell their environmental attributes (i.e., Renewable Energy Certificates or RECs). Funds cannot be used for projects that have already begun construction.

**Revisions:** The PSD reserves the right to make necessary changes to any statements made in this RFP at any time.

## **INFORMATION REQUIRED FROM APPLICANTS**

### **Proposal Guidelines:**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFP. Fancy bindings, colored displays, promotional materials, and so forth are not desired. Emphasis should be on completeness and clarity of content.

Proposals should be no longer than 10 pages, with no less than a 12-point font and one-inch margins. Resumes, letters of support, the Cover Page, and the Budget Worksheet, plus completed feasibility studies, **do not** count toward the 10-page limit. Other information, such as site maps, pictures, etc., count towards the 10-page limit.

Proposals must include at minimum the following information:

#### **A. Cover Page**

Applicants must complete the Cover Page included as Appendix A of this RFP and attach it to the front of the submitted proposal. This Cover Page is also available as a separate document at [http://publicservice.vermont.gov/topics/renewable\\_energy/cedf](http://publicservice.vermont.gov/topics/renewable_energy/cedf) or can be obtained from the grant administrator ([andrew.perchlik@state.vt.us](mailto:andrew.perchlik@state.vt.us)). The following section explains the information required for the Cover Page.

##### **1. Project Title**

Provide a descriptive title for the project.

##### **2. Project Summary**

Provide a short paragraph describing the essential elements of your project, including technology, size, estimated production, location, ownership, and beneficiaries.

##### **3. Identification of Applicant Organization**

State the full name and address of the organization. Also list the main contact and his or her contact information. This person should also be listed as an Authorized Negotiator below.

##### **4. Identification of Subcontractors**

If applicable, list any subcontractors that will perform, or assist in performing, the work, including their name, address, and contact information.

5. Authorized Negotiator(s)

Include the name, phone number, and email address for individuals authorized to negotiate any and all aspects of the proposed grant with the State and/or CEDF. One original hard copy of the proposal must be signed by a duly authorized representative of the party (or parties) submitting the proposal.

6. Location of Proposed Project(s):

Include the name of the county, town, and utility service territory where the wind or solar project will be located. Additionally, include information about the owner of the site where the project will be located.

7. Details & Electrical Output:

System's rated capacity (in kW AC; for wind turbines, rated at 5 and/or 11 meters/second)

Projected annual production in kWh

Projected capacity factor

PV module/wind turbine manufacturer and model

For wind turbines, average wind speed (m/s) at proposed turbine location

8. Expected Interconnection Date:

Applicants must provide an estimate of when they expect to apply for and receive their Certificate of Public Good (CPG) from the Public Service Board or, if they have their CPG, list the CPG # and when the project is expected to be commissioned/generating.

9. Estimated Project Life

Applicants must provide a project lifespan estimate, either from the turbine/PV warranty information or a reasonable estimation based upon similar installations.

10. Total Project Costs

Applicants must include the **total** project costs (this should also be included in the budget – Appendix C).

11. CEDF Funds Requested

Applicants must specify the amount of funds they are requesting from the CEDF toward their project.

12. Estimated Payback Time

Applicants must provide an estimate of the project's payback period, in years, both with and without CEDF funding. Please show your calculations.

13. Signature:

Please sign below to indicate you have read and acknowledge all of the conditions of this request for proposals, and that, to the best of your knowledge, the information you have supplied is accurate.

## **B. Project Narrative**

Describe the project for which funding is requested. Provide a statement of the project's goal(s) and objectives. State why this project is necessary, why the project is desired, and why the funding is needed. Explain how the location of the turbine/PV array was chosen.

### **B.1. Community Involvement**

Describe the community involvement in the project such as local and/or shared ownership and investment, net metering of the power and any other benefits to the community, proximity of the project to its owners/participants, community support for the project (provide letters from the host town and abutting landowners or those with potential views of the project), and anything else that makes the proposed project a community project.

## **C. Personnel**

Applicants should have demonstrable knowledge, skills, and experience as it relates to the required work. Proposals should include a description of the applicant's prior experience in all areas relevant to the project. The proposal must identify all persons who will be employed in the proposed work by skill and qualifications. Identify key personnel by name and title (you may include resumes if you wish, which will not count toward the 10-page limit). Subcontractors (if known) must be listed, including the firm name and address and contact person (on the cover page as well), and complete description of work to be subcontracted. Include descriptive information concerning subcontractor's organization and abilities.

## **D. Work Plan**

Describe in narrative form the plan for accomplishing the work required to complete the project. Include a description of any pre-development activities that have been completed, including feasibility studies or resource measurements.

Describe the plan for project oversight, quality assurance measures, and financial management and which team member(s) will have this responsibility. Include a list of all permitting requirements for the project and whether any of the permits have been obtained. Applicants must ensure that they will comply with all federal, state, and local permitting regulations.

## **E. Potential Energy Generation**

Applicants should use this section to provide a brief description of any assumptions used in completing Section 7 on the Cover Page. For wind turbines, include information on how the average wind speed listed was calculated and from what data it was derived.

List any equipment and installation warranties that the project will have.

## **F. Environmental, Economic, & Community Impact**

Applicants should describe the specific environmental, economic, and community benefits created through the project such as: power generated, jobs created, value of the power generated, and impact on the local community. Include information on whether all the abutting landowners and those with potential views of the project have been notified and whether they support the project.



### **G. Budget & Budget Narrative**

Applicants must submit a proposed budget for the project and include narrative explanations. The budget worksheet provided by the CEDF must be used (Appendix C). The worksheet is available at: [www.publicservice.vermont.gov/topics/renewable\\_energy/cedf](http://www.publicservice.vermont.gov/topics/renewable_energy/cedf) or can be obtained from the CEDF grant administrator.

The budget should include the applicant's cash and in-kind match for the project. For each cost element, the applicant must show what portion will be paid with CEDF funds and what portion will be paid with matching funds (designating cash versus any in-kind match).

For this grant solicitation, applicant's time/labor committed to the project is considered in-kind match. Subcontractors'/third-party **donated** labor/services, equipment, and materials would also be considered in-kind match.

All match (both cash and in-kind) must be necessary for the accomplishment of project objectives and must be applicable to the grant period (i.e., cash or time previously spent on the project cannot be used as match). All match must be documented and verifiable. Match greater than the required amounts is strongly encouraged.

The CEDF will expect to share in any cost savings realized by the selected applicant. Therefore, the CEDF's final share of each line-item expenditure will be paid out at the proportionate rate of participation as established by that line item in the grant budget and/or any approved amendment to the budget.

### **H. Additional Information**

Applications must include information described in sections A-G above. Applications should include any other information that is believed to be pertinent, but not specifically requested elsewhere in this RFP.

## **SELECTION CRITERIA**

All proposals are subject to an evaluation by CEDF and PSD staff, and any other reviewers they deem necessary. The CEDF reserves the right (but is not obligated) to interview the top prospective candidates to aid in the selection process.

All proposals will be evaluated based upon how well the project meets the purpose of this RFP and the goals of the CEDF, qualifications of the individuals proposed to perform the work, relevance of previous experience, reasonableness of cost, and any other criteria deemed relevant. Acceptance or rejection of any or all proposals will be at the sole discretion of the CEDF and PSD.

Projects will be selected based upon the information provided in the application and how the project matches up against the evaluation criteria listed below.

- 1. Project supports the CEDF's primary goal of maximizing cost-effective and environmentally sustainable clean energy generation**
  - The more energy generated the higher the score
  - The more energy generated per grant \$ the higher the score
  
- 2. Project supports one or more other CEDF goals**
  - Minimize the environmental impact of Vermont's energy portfolio
  - Improve the cost effectiveness of wind and solar power in Vermont
  - Accelerate economic development for the clean energy sector in Vermont, for example:
    - Jobs retained and created
    - Creation of new businesses
    - Increase of business revenue that will cycle within VT
    - Support and/or development of the clean energy industry/sector
  - Leverage funding for clean energy development in Vermont
    - The more funds are leveraged the higher the score
  
- 3. Experience & Qualifications**
  - Knowledge and experience in the relevant project area, including successful experience with similar projects
  - Demonstrated ability to complete project on time and on budget
  - Previous experience with state and/or federal grants.
  
- 4. Community Involvement**
  - Community involvement, benefit, and acceptance of the project, for example:
    - Proposal is owned/sponsored by a municipality, public-serving institution, nonprofit, or other community-focused enterprise, is sited on lands belonging to such entities, or will primarily serve to benefit such entities
    - Letters of support from sponsor/host/beneficiary communities (i.e. Selectboard, school board, etc.) are included with the application
    - Letters of support from abutters and residents with potential views of the proposed project are included with the application
    - Project benefits community members who are unable to install on-site renewables due to economic, environmental, ownership, or other barriers.
    - Project benefits community entities such as schools, fire stations, places of worship, and nonprofits that are unable to take direct advantage of federal tax incentives for renewable energy installations.
    - If not owned/directly benefitting a municipality, public-serving institution, or community-centered nonprofit, project includes a charitable component, such as a donation of a certain percentage of the net-metered output to low-income community members
  
- 5. Budget**
  - Budget line items and amounts are sufficiently described and justified to explain the necessity of each item
  - Costs are reasonable and competitive
  - Degree of financial leverage

-The need for financial assistance is well established/justified

**6. Project Characteristics**

- Suitability of the site for the proposed project
- Ability to start project promptly and be complete within 12 months
- Degree to which pre-development activities such as measurements, feasibility studies, permitting, and other required approvals are completed
- Number of jobs created and/or retained
- Project risks (for ex. permitting) are relative to similar proposed projects

**7. Environmental, Economic, Impacts**

- Economic impact of project and power to be generated
- Degree of environmental impact of project construction and operation.

## GENERAL TERMS AND CONDITIONS

1. The CEDF reserves the right to reject any and all proposals received as a result of this RFP for any reason, to waive minor irregularities in any proposals received, and to negotiate with any party in any manner deemed necessary to best serve the interests of the State.
2. The CEDF shall not be responsible for any costs incurred by any party in preparation of any proposal submitted in response to this RFP.
3. The CEDF reserves the right to amend or cancel this RFP at any time if the best interest of the State requires such action.
4. News releases pertaining to this RFP, grant award, or the project shall not be made without prior written approval from the CEDF.
5. All parties submitting proposals shall be Equal Opportunity Employers. During the duration of the performance of this contract, the contractor will be expected to comply with all federal, state and local laws respecting non-discrimination in employment.
6. The CEDF will pay for actual work performed and expenses incurred under this project up to the specified grant amount. Specific payment provisions will be arrived at upon mutual agreement of the parties. All payments will require the submission of an itemized billing of work performed to date in sufficient detail to justify payment. Final payment will require a final report that includes total power production. The grant agreement may contain provisions requiring a minimum level of kWh production to receive the full grant amount.
7. In most instances, the grant payments made under this program will be treated as taxable income by the IRS and the State of Vermont. It is the responsibility of the recipient of this grant payment to consult with their tax advisor to determine the correct treatment of this payment for Federal and State tax purposes.
8. Before commencing work on this project, a Grantee must have a Grant Agreement in place with the State. Before a Grant Agreement will be issued, the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the state through the term of the Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: With respect to all operations performed under the contract, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations  
Products and Completed Operations  
Personal Injury Liability  
Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 per Occurrence  
\$1,000,000 General Aggregate  
\$1,000,000 Products/Completed Operations Aggregate  
\$ 50,000 Fire/ Legal/Liability

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

**Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.**

9. The CEDF and the State assume no liability in any fashion with respect to this RFP or any matters related thereto. All prospective contractors and their subcontractors or successors, by their participation in the RFP process, shall indemnify, save and hold the State and its employees and agents free and harmless from all lawsuits, causes of action, debts, rights, judgments, claims, demands, damages, losses and expenses or whatsoever kind in law or equity, known and unknown, foreseen and unforeseen, arising from or out of this RFP and/or any subsequent acts related thereto, including but not limited to the recommendation of a contractor and any action brought by an unsuccessful applicant.
10. All grant awards are subject to the availability of funding.

# APPENDIX A – Cover Page:

**This sheet is for illustration only; information should be filled-in using the Excel version**

Vermont Clean Energy Development Fund (CEDF)	
Cover Page for the 2014 Distributed Community Solar and Wind Energy Installations RFP	
Note: Instructions for each field are in the Request for Proposals	
<b>1. Project Title:</b>	
<b>2. Project Summary:</b>	
<b>3. Applicant Name, Address, and Contact Information:</b>	
<b>4. Subcontractors (Name, Address, and Contact Information):</b>	
<b>5. Authorized Negotiator(s)</b> <i>(Name and Contact Information if different from Applicant information):</i>	
<b>6. Proposed Project Location</b> <i>(Site owner, town, county and utility territory)</i>	
<b>7. Equipment Details</b>	
System's rated capacity (kW):	
Projected annual kWh:	
Capacity Factor:	
Equipment Type:	
For wind projects, average wind speed at turbine location (meters/second):	
<b>8. Expected Interconnection Application Date and Date of Anticipated Receipt of CPG</b> <i>(if CPG has already been granted for project, list the CPG # and the anticipated date for commissioning of the project)</i>	
<b>9. Estimated Project Life</b> (equipment warranty or reasonable lifespan expectation):	
<b>10. Total Project Costs:</b>	
<b>11. CEDF Funds Requested:</b>	
<b>12. Estimated Payback Time</b> (with and without CEDF funding):	
<b>13. Signature:</b>	

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## **APPENDIX B:**

### ***Guidelines for Historic Preservation Review***

The Vermont Division for Historic Preservation (Division) is authorized by 22 V.S.A. § 723(10) to adopt rules and carry out the purposes of the Vermont Historic Preservation Act, coordinating historic preservation activities on behalf of the state. This is achieved, in part, by the regulatory review and comment process for projects with state involvement in the form of funding, licenses or permits.

For projects that are subject to review under 22 V.S.A. Chapter 14, the Division is a consulting party whose role is to advise and assist state agencies in carrying out their statutory responsibilities. Project review consists of evaluating the project's potential impacts to historic buildings and structures, historic districts, historic landscapes and settings, and known or potential archeological resources. In general terms, the review focuses on determining if a project will have an undue adverse effect on historic sites that are listed on or eligible for inclusion on the State Register of Historic Places (SRHP).

Renewable energy projects in Vermont have the potential to affect historic resources such as historic buildings, historic districts, and archeologically sensitive areas and therefore projects receiving funding from the CEDF require review by the Division.

The Division reviews project information submitted directly to their office by a project developer, or information provided by a qualified Architectural Historian and/or Archeologist, as applicable, on behalf of a project developer. Initial consultation, including the submission of detailed project information and plans, is generally sufficient to identify the scope of potential historic site impacts. If the project area contains any potential historic building(s), historic district(s), archaeological sites, and/or archeologically sensitive area(s), qualified consultants will be necessary to complete the evaluation process by providing a determination of eligibility for listing on the State Register of Historic Places (SRHP) for any historic resource potentially affected by the project or a recommendation for further archaeological study to provide that determination, if warranted. For structures that are identified as listed on or eligible for listing on the SRHP a determination of effects on the historic integrity of a project will also be included. The consultant(s) will document their findings and will provide sufficient documentation to allow the Division to review the project and offer formal comments.

The Division uses [The Secretary of the Interior's Standards for the Treatment of Historic Properties](#), [The Secretary of the Interior's Standards for Archaeology and Historic Preservation](#), [Procedures for the Protection of Historic and Cultural Properties \(36 CFR-800\)](#), and the [Procedures for Determining Site Eligibility for the National Register of Historic Places \(36 CFR 60 and 63\)](#) to evaluate proposed impacts to historic resources and make a determination of effect. In addition to using The Secretary of the Interior's Standards, the Division uses the following criteria when evaluating solar and wind projects: [http://accd.vermont.gov/strong\\_communities/preservation/review\\_compliance/telecom\\_criteria](http://accd.vermont.gov/strong_communities/preservation/review_compliance/telecom_criteria)

For a list of architectural historians and archaeologists working in Vermont, please visit: [http://accd.vermont.gov/strong\\_communities/preservation/resources/consultants\\_environmental\\_review](http://accd.vermont.gov/strong_communities/preservation/resources/consultants_environmental_review)

For more information about the Historic Preservation Review Process please consult the Division's website at [http://accd.vermont.gov/strong\\_communities/preservation/review\\_compliance](http://accd.vermont.gov/strong_communities/preservation/review_compliance)

# APPENDIX C – Budget Worksheet:

**This sheet is for illustration only. Budget information should be filled-in using the Excel version**

Clean Energy Development Fund				
PROPOSED BUDGET - for the 2014 Distributed Community Solar and Wind Energy Installations RFP				
APPLICANT NAME:				
PROJECT TITLE:				
<b>1. CAPITAL COSTS</b> <i>(provide supporting info and/or detail in budget narrative)</i>	CEDF \$ Requested	Funds from Applicant (Cash Match) \$	Value of In-kind contributions \$	Project Total
List item (e.g., PV Modules, Inverters, Tower, Turbine, etc.)				\$0
				\$0
				\$0
				\$0
<b>Subtotal Capital Costs:</b>	\$0	\$0	\$0	\$0
<b>2. SUBCONTRACTOR SERVICES &amp; SALARIES</b> <i>(provide supporting info and/or detail in budget narrative)</i>	CEDF \$ Requested	Funds from Applicant (Cash Match) \$	Value of In-kind contributions \$	Project Total
List provider and service (e.g., Engineering, Design, Installation, etc.), including hours and rates				\$0
				\$0
				\$0
				\$0
<b>Subtotal Subcontractor Services:</b>	\$0	\$0	\$0	\$0
<b>3. OTHER</b> <i>(itemize and explain)</i>	CEDF \$ Requested	Funds from Applicant (Cash Match) \$	Value of In-kind contributions \$	Project Total
List item (e.g. Travel, Insurance, etc.)				\$0
				\$0
<b>Subtotal Other:</b>	\$0	\$0	\$0	\$0
<b>4. TOTAL DIRECT COSTS (1-3)</b>	\$0	\$0	\$0	\$0

**This sheet is for illustration only. Budget information should be filled-in using the Excel version**