

## Dean Charter

---

**From:** Pfister, Jane (ENE) [jane.pfister@state.ma.us]  
**Sent:** Monday, July 14, 2014 3:08 PM  
**To:** Dean Charter  
**Cc:** Manager Department; Brown, Kelly (ENE)  
**Subject:** ACTON--Green Communities Competitive Grant Contract Documents  
**Attachments:** acton\_CPT3\_grant\_contract.docx; Contractor Authorized Signatory Listing.doc; EFT\_FORM.pdf; newmass-w9.doc

Dear Dean-

Congratulations! The Department of Energy Resources (DOER) Green Communities Division has approved a Competitive Grant award of **\$234,511** to fund:

- \$37,511 Memorial Library – Lighting controls
- \$92,635 RJ Grey Jr. H.S. – Condensing boilers
- \$26,592 RJ Grey Jr. H.S. – Tie exhaust fans to EMS
- \$40,365 Four schools – Exterior lighting
- \$37,408 RJ Grey Jr. H.S., Acton-Boxborough Reg. H.S. – Circuit level metering and building management system data analysis

Please note that, due to the competitive nature of this grant program, **the use of these funds is restricted to the specifically approved projects listed in the contract.**

ACTON may have provided estimated figures for incentives from your gas and/or electricity utility provider. With specific projects identified for funding, DOER asks Acton to set up a meeting with your gas and/or electricity utility representative AND your Regional Coordinator to explore available incentives and the process and timing of applications. Your Regional Coordinator will confirm with me that this meeting has taken place.

In addition, since the objective criteria applied in the grant award process includes cost-effectiveness in terms of expected payback times, any project whose final cost exceeds the amount stated in Acton's grant application will be subject to additional review by DOER to determine if the project remains eligible for funding. In cases in which a higher cost project is deemed still eligible for grant funding, please note that it will be the responsibility of Acton to secure those additional funds.

Please note that the funding amount for each project is capped and cannot be increased. Note also, however, that if a competitive grant awardee anticipates that it will not expend all of its grant award due to possible savings – including, but not limited to, higher than projected utility incentives - DOER may allow the municipality to submit new proposals for the remaining balance of the award, pending DOER approval.

The contract document is attached with three additional files (Contractor Authorized Signatory Listing.doc, EFT\_FORM.pdf, Request for Taxpayer Identification Number and Certification (W-9).doc). These comprise the contract between DOER and the town of Acton.

If nothing needs to change on either the W-9 or EFT forms (since Acton's previous designation or previous competitive contract), please confirm that by email. It is the policy of DOER to sign only one original contract, so please send just one original of each signed document or page to me at the address below by August 11th.

I will return a scanned signed contract to you for Acton's records when it has been entered into the state's system and has been assigned a Contract-ID number.

Please review these documents carefully. Let me know if you have any questions or propose making changes.

I draw your attention to the following elements in these contract documents to review and consider:

**I. THE STANDARD CONTRACT (page 1)**

- The Anticipated Start Date is **July 14th, 2014**, the date of the award of these funds so any obligations incurred after that are eligible to be paid by competitive grant funds for approved project work. Contract End Date is **April 30, 2016**.

**II. COMMONWEALTH TERMS AND CONDITIONS**

- Please fill out Page 2 of 2 completely and return the original page, same Authorized Signature as page one of the Standard Contract.

**VI. ATTACHMENT C – SCOPE OF GRANT AWARD**

- Please review all the contingencies carefully.
- Approved rebates are required before selection and installation of products. Installing measures that are eligible for utility rebates, but do not meet the utility's performance qualifications for rebates, may result in the grantee being responsible for the costs associated with the measure.
- Disbursement of Funds schedule

**VII. ATTACHMENT D – BUDGET**

- Grant funds are spread over Fiscal Years 2015 and 2016.

Please return **one copy of all signed documents to me by mail by August 11th, 2014** . I would appreciate an email when they are in the mail so I can look for them.

I look forward to working with you in the future. Please contact me if you have any questions or concerns.

Best regards,  
Jane

**Jane Pfister, Grant Coordinator**

[jane.pfister@state.ma.us](mailto:jane.pfister@state.ma.us)

**Green Communities Division**

Massachusetts Department of Energy Resources  
100 Cambridge Street, Suite 1020, Boston, MA 02114  
617-626-1194 direct; 617-727-0030 fax  
[www.mass.gov/doer/](http://www.mass.gov/doer/)



*Creating a Cleaner Energy Future for the Commonwealth*

Follow DOER on Twitter: [twitter.com/MassDOER](https://twitter.com/MassDOER)

Visit the Energy Smarts blog: [www.mass.gov/blog/energy](http://www.mass.gov/blog/energy)