



**OKLAHOMA**  
**Commerce**

State Energy Program  
(Department of Energy)

**Request for Applications**  
**Energy Efficiency Lighting Retrofit Program**  
**August 2024**

**Community Development Division**  
**900 N. Stiles Ave.**  
**Oklahoma City, OK 73104**  
**800-588-5955**  
**[okcommerce.gov](http://okcommerce.gov)**

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# REQUEST FOR APPLICATION

## Oklahoma Energy Efficiency Lighting Retrofit Program

### 1.1 GENERAL INFORMATION

<b>Type of Grant</b>	Competitive
<b>Application Submission Deadline</b>	Now September 11, 2024, 5:00 pm
<b>Estimated Total Program Funding Available</b>	\$500,000
<b>Award Ceiling</b>	\$200,000
<b>Award Floor</b>	\$50,000
<b>Cost Sharing or Match Requirements</b>	None
<b>Expected Number of Awards</b>	Depends on the number of applications submitted, final scores, and dollar amount requested

### 1.2 OVERVIEW AND PROGRAM GOALS

- 1.2.1 The U.S Department of Energy's (DOE) State Energy Plan (SEP) provides annual funding to 50 states, the District of Columbia, and the five U.S. territories to support a nationwide infrastructure of state energy offices. Since 2010, SEP has provided states and territories with more than \$540 million in financial assistance to enhance energy security, advance state-led energy initiatives, and increase energy affordability. The overall purpose of SEP is to promote the efficient use of energy and reduce the rate of growth of energy demand through the development and implementation of specific state energy programs. SEP emphasizes the state's role as the decision-maker and administrator for program activities within their state that are tailored to their unique resources, delivery capacity, and energy goals.
- 1.2.2 The Oklahoma Department of Commerce (ODOC) has been responsible for the administration of Oklahoma's SEP since 1975. ODOC administers various programs with the allocated SEP funds. One of these programs is the Oklahoma Energy Efficiency Lighting Retrofit Program (EELRP), which funds publicly owned indoor and outdoor lighting retrofits. The goals of EELRP program include, but are not limited to the following:
- 1.2.2.1 increased energy efficiency
  - 1.2.2.2 decreased maintenance expenses
  - 1.2.2.3 better optical control with more uniform lighting
  - 1.2.2.4 enhanced color rendering
  - 1.2.2.5 improved economic development and job creation
  - 1.2.2.6 creation of community vitality with retrofit project savings
- 1.2.3 ODOC is issuing this Request for Application (RFA) to seek qualified Oklahoma local governments and state agencies to retrofit lighting indoor and outdoor public-owned lighting. The program seeks to reduce energy use, increase safety, and increase revenue to the entity that made the retrofits and is saving funds to revolve back and invest in more efficient areas or energy uses.

For more information on Oklahoma State Agencies and information, click [here](#). All governmental agencies listed on this [link](#) are eligible for SEP Lighting grants.

Oklahoma Technology Centers owned and operated by the State of Oklahoma are qualified. All retrofit lighting and activities conducted by applicants awarded funds must be completed in accordance with DOE regulations and as prescribed in the guidance.

Oklahoma public schools are eligible for this program. The public-school list is linked [here](#). Charter schools in Oklahoma are not eligible for the use of SEP Lighting funds.

## 1.3 DEFINITIONS

**Applicant** – The term applicant will be used to describe the entity that applies to this RFA in OKGrants, who desires to enter into a contractual agreement with ODOC.

**Eligible Applicant** – Oklahoma local governments and state agencies

**Energy Audit** - Energy audit is an official scientific study, along with efficiency recommendations, of energy consumption of an entity (organization, process, plant, or equipment) aimed at reduction of energy consumption and energy costs without affecting productivity and comforts. The audit will also provide suggestions or recommendations for methods of energy saving and reduction in energy cost. Source - [Energy Audits for Water & Wastewater.pdf \(cedengineering.com\)](#)

**Frequently Asked Questions** – The FAQs for SEP Lighting can be found at this [link](#) and may be updated again as we start this round of grants.

**Lighting Energy Audit** – A systematic study of the building’s lighting usage and utility cost.

**MOUs** – Memorandums of Understandings

**ODOC** – the Oklahoma Department of Commerce – ODOC is the State Grantee for DOE SEP funding from the U.S. Department of Energy.

**ODOC’s State Energy Plan Operations Manual** – [ODOC’s SEP Implementation Manual](#) is a set of mutually agreed upon programmatic implementation procedures established between ODOC and service providers that the Energy Project Specialist and the Energy Program Planner will be required to use when monitoring agencies for compliance with ODOC policies.

**OKGrants** – [OKGrants](#) is ODOC’s grant management system for reporting, payment, and monitoring.

**Qualified Auditor** – Utility provider, licensed building engineer, Certified Energy Manager (CEM), licensed professionals, etc.”

**Oklahoma Public Schools** - [Oklahoma Public Schools](#) shall consist of all free schools supported by public taxation and shall include public school birth to age five child care programs, kindergartens, elementary, which may include either K-6 or K-8, secondary schools and technology center schools, not to exceed two (2) years of junior college work, night schools, adult and other special classes, vocational and technical instruction and such other school classes and instruction as may be supported by public taxation or otherwise authorized by laws which are now in effect or which may hereafter be enacted.

**Subrecipient** – Subrecipients are local governments or public agencies. Currently, all qualified Oklahoma local Community Development

governments and state agencies to retrofit lighting in public buildings are considered applicants before entering grant agreement. Once the grant is awarded, applicants are then considered recipients.

**SEO** – State Energy Office

**SEP** - State Energy Program

**SEPL** – State Energy Program Lighting

**SEP Program Year** – The State Energy Program Year, funded by the United States Department of Energy (DOE) grant period is July 1 – June 30 for Oklahoma; however, the EELRP program period is from contract signature date to June 30.

**SOEE** – State Office of Energy and Environment

**System-Wide** – Affecting or reaching the whole of a system, or building operation, affected for the intended service.

**Technology Centers** - The Oklahoma Department of Career and [Technology Centers](#) provides leadership and resources and assures standards of excellence for a comprehensive statewide system of career and technology education. The system offers programs and services in 29 technology center districts operating on 60 campuses, 397 PK-12 school districts, 16 Skills Centers campuses that include three juvenile facilities and 32 Adult Education and Family Literacy service providers.

**Walk-through Audit** – Readily available data used for simple analysis of energy use and performance of the current lighting system.

## 1.4 AWARD NOTIFICATION & PERFORMANCE PERIOD

- 1.4.1 Grant awards will be contingent upon the availability of funding as appropriated by the U. S. Department of Energy (DOE) for a performance period beginning from contract start date (date of contract signature) through June 30, 2025.
- 1.4.2 ODOC reserves the right to award partial or the full award amount, contingent on the number of applications received. If additional funds later become available, ODOC may also contact applicants or subgrantees to award additional funds.
- 1.4.3 In the event additional funding is allocated by the U.S. Department of Energy for the SEP or the SEP Bipartisan Infrastructure Law (BIL), an additional RFA will be released at that time.
- 1.4.4 **Grant award recipients will be required to attend an orientation training workshop about the grant to be held sometime in October 2024.** This meeting will be offered virtually and in person. Zoom registration links will be sent to those entities receiving grants from ODOC.

From time to time, additional or reassigned funds come up in this grant activity. Please know that ODOC may have additional SEPL funds through this annual grant period to reallocate. Contract modifications and awards could be increased should high-performing programs seek additional funds for qualified projects.

In addition to possibly providing more SEPL funds to subrecipients, ODOC reserves the right to decrease SEPL funding allocations to subrecipients if they find they will not need their entire allocation or are unable to use any of their SEPL funds. ODOC will work to provide additional funds to programs that can and will expend them.

- 1.4.5 No questions will be directly answered during the open application period. However, questions will be taken in writing via email ([energyprograms@okcommerce.gov](mailto:energyprograms@okcommerce.gov)) and FAQs will be periodically posted to ODOC's [state energy website](#).
- 1.4.6 A prerecorded application webinar will be released soon after the release of this Request for Applications. It will also be posted on the [state energy website](#).

## 1.5 TERMS AND CONDITIONS

- 1.5.1 The awarded Applicant must agree to the requirements in the SEP Implementation Manual. The purpose of the manual is to provide a single source document for locating financial and programmatic information regarding the SEP Grant including instructions for reporting and reimbursement of claims.
- 1.5.2 Funding under the SEP Grant is on a reimbursement basis only. Funds will be requested via a reimbursement claim in the grants management system (OKGrants). Funds must be requested as expended according to the applicant's official accounting book of record.
- 1.5.3 For example, if funds are spent and invoices paid in April, then a reimbursement claim that reconciles to the same amount must be submitted in OKGrants by the 20<sup>th</sup> of the following month for the previous month (by May 20<sup>th</sup> for the month of April).
- 1.5.4 Reimbursement claims are due monthly, by the 20<sup>th</sup> of the month, for the previous month, even if the previous month was \$0.00.
- 1.5.5 Proposed project must qualify under the National Environment Policy Act (NEPA) Categorical Exclusions (CX) Applicable to Facility Operation. Projects not included in the activities listed below will not be considered.
  - a. Interior energy efficient light fixtures, including ballasts (replacement)
  - b. LED light fixtures and exit signs (replacement);
  - c. Upgrade exterior lighting (replacement with metal halide bulbs, LEDs, or others) along with ballasts, sensors, and energy storage devices not visible from any public right of way; and A State Historic Preservation Office (SHPO) and Tribal Historic Preservation Office (THPO) Section 106 Review, per the National Historic Preservation Act (NHPA) of 1966, must be completed if the contractor is conducting activity around or works on a building(s) that is at least forty-five (45) years of age or older. The review process must be completed prior to the expenditure of federal funds and by the time the SEP Lighting contracts are fully executed. Projects that result in an adverse effect to a historic property will not be considered for funding. The project may be modified to avoid adverse effects. See Oklahoma's [Programmatic Agreement](#) for more information.

## 1.6 ELIGIBLE ACTIVITIES

1.6.1 The following activities may be proposed as projects for this grant.

1.6.1.1 Auditing and retrofitting lighting systems owned by Oklahoma eligible applicants such as local governments and state agencies that achieve the following outcomes:

1.6.1.1.1 Achieving at a minimum forty percent (40%) energy and maintenance savings.

1.6.1.1.1.1 Use one of these calculators to determine projected savings for the application or have a qualified energy auditor determine the projected energy savings. If another calculator is desired to be used, ask ODOC if it may be used.

a. [MEASUR](#)

b. [PACIFIC POWER](#)

c. [Energy Start Light Bulb Calculator](#)

1.6.1.1.2 Better optical control for more uniform lighting and improved color rendering.

1.6.1.1.3 Promotion of economic development and job creation while using project savings to create community vitality (e.g., walkability, safety).

## 1.7 INELIGIBLE PROJECTS

1.7.1 Projects deemed inappropriate or illegal under the law.

1.7.2 Projects considered scientifically unsound or significantly increase risk to the public.

1.7.3 Projects not conducted in Oklahoma.

1.7.4 Projects involving demonstration of non-commercially available equipment and technologies.

1.7.5 Projects involving the purchase of equipment to conduct research and development.

1.7.6 Projects with information that cannot be shared with other entities.

1.7.7 Projects requiring an environmental assessment study under the NEPA.

1.7.8 Projects that are decorative in nature only (for example, Christmas lights).

1.7.9 Projects changing traffic signals to LED are not allowed.

## 1.8 REPORTING

1.8.1 Awarded suppliers are expected to submit energy usage and cost savings data to the SEO after the project is complete.

1.8.2 The awarded Sub-grantee must complete quarterly project reports, reimbursement claims, and a final project report submitted with closeout

## 1.9 APPLICATION REQUIREMENTS

### 1.9.1 Workplan

The Applicant must submit a narrative description of the project proposal detailing their proposed workplan to include project scope, project management, timeline, budget, procurement, and quality.

#### 1.9.1.1 Project Scope

The workplan must include a section detailing the proposed project scope. For example, what building is the proposed lighting in? How old is the proposed lighting? Why does the entity need the funding for this project?

#### 1.9.1.2 Project Management

The workplan must include a description of the entity's overall organization structure, project personnel contacts, who will be overseeing the award, and who will be responsible for fiscal and programmatic reporting.

#### 1.9.1.3 Timeline

The Workplan must include a section describing the timeline for the project from September 2024 – June 2025. This timeline must include details with deadlines and quarterly milestones. For example, a good timeline will include when procurement takes place, and when the project is anticipated to begin/end.

#### 1.9.1.4 Budget Narrative

A budget form is required to be filled out and submitted within the OKGrants system; however, it does not provide room for details. Use the Workplan document to describe the costs budgeted within the OKGrants form. For example, explain who the salary and fringe budget costs are for (job position and how they will be working with the grant funding), and how the consultant services costs are justified. Budgets must be itemized and accompanied by a budget narrative adequately describing each budget category. Project funding is limited. Grant funds will be awarded for the purchase and installation of materials to retrofit interior and/or exterior energy-efficient lighting measures documented by a current energy audit with measured outcomes.

#### 1.9.1.5 Procurement

The Workplan must include a description of planned procurement processes to include any identified challenges anticipated during procurement of contractors or materials.

### 1.9.2 Energy Audit Documentation – Applicants must either conduct a professional or walk-through energy audit and supporting documentation that validates the current energy use and utility cost. Applicants must provide justification and supporting documentation for energy and cost savings expected.



- 1.9.3 **Project Preferences** – Project preference will be given to projects involving:
- 1.9.3.1 Projects that have not installed energy efficient measures (interior or exterior lighting) in the last twenty (20) years.
  - 1.9.3.2 Projects proposing the use of sensors and controls to achieve higher energy savings.
  - 1.9.3.3 Projects following Energy Star energy efficiency guidance. <https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/save-energy/find-cost-effective-investments#lighting>
  - 1.9.3.4 Energy Audits completed by a qualified auditor as described in Appendix 1
  - 1.9.3.5 Projects proposed by applicants (that have been awarded by ODOC before) are considered low risk (no previous performance issues).
  - 1.9.3.6 Projects started in 2023 that were not started or completed may apply again in 2024. Up to 15 application scoring points may be added to any 2023 repeat applicant that has met the 2023 application requirements and was in good standing with ODOC at the time of their closeout. ODOC may decrease the 2024 SEPL scores for a program that failed to meet past year project milestones. Up to 15 points can be subtracted for applicants who are not in good standing from past SEPL allocations. “Not in Good Standing with ODOC” is defined as, but not limited to, the following items.
    - a. Not communicating with ODOC on project items as needed.
    - b. Not being responsive to monitoring requests and documentation needs.
    - c. Being significantly off planned projected dollar amounts of the project by more than 5%-10%.
  - 1.9.3.7 Programs that have received funding for three years may not receive grants if SEP Lighting funding are not at a level that all year one and two applicants that qualify may be funded.
- 1.9.4 **NEPA** - as described in Term 7 (NEPA Requirements) of the SEP Implementation Manual - The contractor must comply with the National Environmental Policy Act (NEPA) prior to authorizing the use of Federal funds. ODOC-SEP has determined that activities that fall under the bounded categories, “NEPA Determination” are categorically excluded, and do not require further NEPA review, absent extraordinary circumstances, cumulative impacts, or connected actions that may lead to significant impacts on the environment, or any inconsistency with “integral elements” (as contained in [10 C.F.R. Part 1021](#)).
- 1.9.5 **Insurance Verification** – The applicant must provide a current Certificate of Insurance and Workers’ Compensation form.
- 1.9.6 **Lighting Disposal Plan** – The application must provide a lighting disposal and recycling plan. Visit the U.S. Environmental Protection Agency’s [website](#) for guidance and references.
- 1.9.7 **MOUs with third parties** – Applicants must provide any information or copies of third-party agreements with subcontractors as part of the Workplan if available at time of application submission. If they are not developed until after award, then they must be provided to ODOC upon request.

- 1.9.8 **SAM ID Verification** – The applicant must be validated in the [System for Award Management Certificate](#).

## 1.10 SUBMISSION PROCESS

*To respond to this Request for Application (RFA), please go to OKGrants (<https://grants.ok.gov>), under Available Opportunities, to apply for a SEP Energy Efficiency Lighting Retrofit Program Grant.*

Use the instructions below to complete the ODOC Application Menu Forms under OKGrants, the state's approved web-based platform.



### 1.10.1 Applicant Information

- 1.10.1.1 Complete all required fields and upload all documents listed in the Uploads link and checklist below in 1.11.
- 1.10.1.2 Text boxes will be available for the narrative sections of the application in the OKGrants management web-based system.

### 1.10.2 Detailed Line-Item Budget

- 1.10.2.1 Complete the OKGrants budget form and ensure that it reconciles to the budget narrative provided in the Workplan (see Section 1.9.1.4).
- 1.10.2.2 A budget revision or contract modification may be requested later in the program year as needed.

### 1.10.3 Audit

- 1.10.3.1 Complete this form as per the OKGrants instructions. To receive grant funds from ODOC, entities are required to have a third-party fiscal audit completed annually.

### 1.10.4 Due Dates

- 1.10.4.1 Applications must be submitted no later than 5:00 pm, Wednesday, September 11, 2024, to [energyprograms@okcommerce.gov](mailto:energyprograms@okcommerce.gov). For questions related to this RFA or application submission process, please email the same address as above.

## 1.11 APPLICATION RESPONSE CHECKLIST

### OKGrants Forms

- ☐ Applicant Summary
- ☐ Budget Detail
- ☐ Uploads (see list below)
- ☐ Audit (Fiscal)

**Critically Important: The NEPA form or your organizations NEPA Categorical Exclusion letter, and SHPO form must be completed and uploaded in the OKGrants Upload Section BEFORE the Subrecipient contract is FULLY Executed (fully signed and ready) and BEFORE work has started.**

☐ **NEPA Form**, as described in Term 7 (NEPA Requirements) of the **SEP Implementation Manual**

NEPA REQUIREMENT/AUTHORIZATION - The Subrecipient must comply with the National Environmental Policy Act (NEPA) prior to authorizing the use of Federal funds.

ODOC-SEP has determined that activities that fall under the bounded categories, "NEPA Determination" are categorically excluded and require no further NEPA review, absent extraordinary circumstances, cumulative impacts, or connected actions that may lead to significant impacts on the environment, or any inconsistency with "integral elements" (as contained in 10 C.F.R. Part 1021, Appendix B) as they relate to a particular project. The Contractor is thereby authorized to use current Program Year Federal funds for project activities that fall within the bounded categories, subject to the "Conditions" listed [here](#) in the "Yellow" highlighted Section B.

***If your project meets a minimum of one of the [NEPA Categorical Exclusions](#), all your entity needs to do is write a letter on your official letterhead stating the exclusion you qualify for and why. A sample NEPA letter can be found [here](#) and used once modified to fit your programs needs.***

**NEPA Categorical Exclusion Determination Letter Components:** An example of a NEPA letter can be found at this [link](#), copied and used. **Section B NEPA Exclusions** can be found [here](#).

☐ **SHPO Form**, as described in Term 8 (Historic Preservation) of the **SEP Implementation Manual**

HISTORIC PRESERVATION - Prior to the expenditure of Federal funds to alter any structure or site, the Contractor is required to comply with the requirements of Section 106 of the National Historic Preservation Act (NHPA), consistent with DOE's 2009 letter of delegation of authority regarding the NHPA. Section 106 applies to historic properties that are listed in or eligible for listing in the National Register of Historic Places. In order to fulfill the requirements of Section 106, the contractor must contact the State Historic Preservation Officer (SHPO), and, if applicable, the Tribal Historic Preservation Officer (THPO), to coordinate the Section 106 review outlined in 36 CFR Part 800.

OKGrants Uploads

- ☐ Energy Audit ([see Appendix 1 for walk-through form](#)) OR submit a professional one
- ☐ Insurance Verification
- ☐ Workplan
- ☐ MOUs with third-party subcontractors (if any)
- ☐ Lighting Disposal Plan
- ☐ SAM ID Verification

## 1.12 EVALUATION PROCESS

### 1.12.1 Scoring Process

- 1.12.1.1 Proposals will be evaluated on Quality and Energy Efficiency Impact based on the criteria outlined in this RFA.
- 1.12.1.2 A weighted evaluation scale will be used to create the final recommendation.
- 1.12.1.3 An internal team of the State Energy Office will score, discuss, and select sub-recipients.

### 1.12.2 Notification Process

- 1.12.2.1 Once sub-grantees have been selected internally, all applicants will be notified through an email letter of their status. This will take place approximately September/October 2024 and is dependent on Federal funding being appropriated to ODOC for these lighting projects.
- 1.12.2.2 The contract between the SEO and the Subrecipient is to be written to meet the SEP Lighting requirements. The Requirements will include the contract start and end dates, schedule quarterly reports, monitoring events, and other correspondence. This will be discussed at the In-Person or Virtual Entrance and Orientation Workshop to be held on September 12, 2024, at 10:30 AM. Both a Virtual and In Person option will be offered. Registration materials for additional meetings will be emailed to subrecipients selected.
- 1.12.2.3 Reports and other requests will be submitted into OKGrants (via the Applications Upload link) and via email.