



April 20, 2009

TO: BOC Participants, Local Government & Tribes

FROM: Cynthia Putnam, Project Director  
Northwest Energy Efficiency Council, Building Operator Certification

RE: ARRA Funding for Energy Efficiency Projects & BOC Training

I am contacting you on behalf of the NEEC Building Operator Certification (BOC) program to thank you for your past participation in BOC and to alert you to an opportunity to secure funds for your energy efficiency projects through the American Recovery and Reinvestment Act (ARRA), commonly known as the Federal stimulus. The ARRA will provide grants to local governments and tribes to develop and implement a wide range of energy efficiency programs including energy efficiency improvements for buildings and facilities, facility energy audits and retrofits, and staff training and professional development in energy efficiency.

### **FREE WEBCAST**

#### **Funding for Your Energy Efficiency Projects and BOC Training: *Opportunities with the Federal stimulus package***

Join us for a free webcast on **Tuesday, May 5** from 11am-11:45am CENTRAL time to learn about funding opportunities for city, county and tribal governments through the American Recovery and Reinvestment Act (ARRA). To register, please visit our website at: [http://www.theboc.info/webcast\\_arra\\_form.html](http://www.theboc.info/webcast_arra_form.html)

According to the ARRA allocation formula, your city or county may be eligible to receive funding under the energy efficiency community block grant (EECBG) program. The deadline for submitting your proposal is June 25, 2009 at 8pm Eastern. More information about your local government's allocation is here: <http://www.eecbg.energy.gov/GrantAlloc.html>

To pursue this opportunity, you will need to do the following:

1. Contact the lead individual in your organization responsible for preparing a proposal for the energy efficiency community block grant program (EECBG).
2. Ask about the process and timetable for contributing your department's ideas to the development of the proposal.

3. Prepare your proposal for funding support for staff training in energy efficiency through BOC.
4. Submit your proposal to the lead individual for EECBG in your organization.

To help you prepare your proposal, we have provided below the criteria for EECBG funding. Also attached is a sample of funding application questions. We believe staff training in energy efficient building operation through an established and recognized program such as Building Operation Certification (BOC) would make a good case for EECBG funding.

**CRITERIA for stimulus funding:**

Will your project provide energy savings?

Is your project ready to implement?

Will your project create or retain jobs?

What is your project's ability to leverage funds?

Does your project provide ongoing energy savings, environmental and other benefits?

**POTENTIAL FUNDING APPLICATION QUESTIONS**

- Preparer Contact Information
- Project Location
- Project Description
- Project Benefits
- Estimated Start Date and Completion Date
- Stimulus Funding Requested – total project cost, organization's contribution, stimulus contribution
- What Stimulus Funds will be Used For – energy efficiency retrofits, energy audits, energy conservation efforts, renewable energy installation
- Estimated Energy Savings – electricity, natural gas, steam, other
- Expected Duration of Energy Savings
- Energy Savings Verification Plan
- Trades Employees Employed – Jobs maintained, Indirect jobs created/maintained, Long term jobs, Construction jobs
- Job Creation Description – estimated quantities and schedule
- Prime Contractor – Is procurement established? Design completed? Permits obtained?

## **EXAMPLE FUNDING APPLICATION: Staff Training in Energy Efficiency through BOC**

Preparer Information - Your name, contact information, and affiliation with project

Project Location – BOC course location and schedule: <http://www.theboc.info/locations.html>

Project Description - Train and certify our engineering and maintenance staff in Building Operator Certification, Level I and/or II. BOC is a national training and credential program providing technical, skill-based training in energy efficient building operation and maintenance practices.

Project Benefits - Improve the knowledge and ability of our staff to implement operational efficiency practices in our facilities that save energy and money for our organization. Reduce our facilities' contributions to greenhouse gas emissions. Reduce the wasteful use of limited natural resources. Efficiently operate new equipment and systems installed during energy retrofit projects, facility upgrades, and tenant improvements. Save money for our organization that can be redirected towards new energy efficiency retrofit projects and maintenance of jobs.

Estimated Start Date and Completion Date - Fall 2009 through Spring 2010 (BOC courses include 8 days of training scheduled over seven months)

Stimulus Funding Requested –

Stimulus contribution: \$1,675 for BOC tuition, books & travel/employee

Organization's contribution: Employee salary to attend training – est. \$2,000/employee

Total project cost: \$3,675/employee

Without stimulus funding, budget constraints will limit our ability to provide for training beyond that required by the state and Federal government to ensure compliance with fire and life safety, and environmental health and safety regulations.

Stimulus Funds will be used for – Training for our engineering and maintenance staff in energy efficiency.

Estimated Energy Savings\* – 1,400 MMBtu per employee

Expected Duration of Energy Savings\* - 5 years

Energy Savings Verification Plan\* - post training interviews with supervisors and BOC-trained operators

Trades Employees Employed – Jobs maintained, Indirect jobs created/maintained, Long term jobs, Construction jobs

Job Creation Description – [describe any recent staff reductions and how training will benefit those staff remaining behind.]

We expect to maintain XX building engineering and maintenance jobs in our department in the next two years. Staff training contributes to job stability and long term succession planning in our department. Employees who participate in training are more likely to retain their jobs and, over time, to advance on the job to positions of greater responsibility.

BOC and Job Maintenance\*: Fifty percent of BOC graduates report that the BOC credential has led to job promotion and new job opportunities. Employers report that BOC-trained staff are more confident and effective at employing and overseeing the work of service contractors to resolve equipment maintenance, repair, and operational issues. They are more proactive in identifying opportunities to improve facility operation which in turn results in job creation for the trades and service industries supporting our organization.

Prime Contractor – Is procurement established? Design completed? Permits obtained?  
Enrollment of staff in training can occur in under one month once funds are approved. BOC training is offered on a year-round basis through open-enrollment courses as noted on the 2009 schedule: <http://www.theboc.info/locations.html>

*\* Estimates based on third-party evaluation research conducted by the Northwest Energy Efficiency Alliance and the Northeast Energy Efficiency Partnerships involving over 300 BOC-trained operators and 200 employers.*