PROCEEDINGS OF THE BROWN COUNTY PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Planning, Development & Transportation Committee** was held on Monday, March 23, 2009 in Room 161 - UW-Extension, 1150 Bellevue Street, Green Bay, WI

Present: Norb Dantinne, Bernie Erickson, Dan Haefs, Dave Kaster
Excused: Mike Fleck
Also Present: Cathy Williquette, Tom Miller, Judy Knudsen, Chuck Lamine, Bill Bosiacki, Brian Lamers
Other Interested Parties, Media

I. **Call Meeting to Order:**
Meeting called to order by Chairman Bernie Erickson at 6:50 p.m.

II. **Approve/Modify Agenda:**
A request was made to move Airport items forward, #'s 6, 7, & 8, although they are shown in proper format here.

Motion made by Supervisor Dantinne and seconded by Supervisor Kaster to approve as modified. MOTION APPROVED UNANIMOUSLY

III. **Approve/Modify Minutes of February 23, 2009:**

Motion made by Supervisor Dantinne and seconded by Supervisor Kaster to approve. MOTION APPROVED UNAINOUSLY

1. **Review Minutes of:**
   a. **Planning Commission Board of Directors (2/4/09)**
   b. **Solid Waste Board (12/15/08)**

Motion made by Supervisor Dantinne and seconded by Supervisor Kaster to receive and place on file 1a & 1b. MOTION APPROVED UNANIMOUSLY

Communications:

2. **Communication from Supervisor Dantinne re: To have the County as a whole draft a resolution that would stop the raising of fees for state use (Referred from March County Board):**

Supervisor Dantinne requested the drafting of a resolution which would stop the raising of fees for state use. He stated he would prefer to see taxes raised, rather than an increase in fees. As expressed by Supervisor Haefs at the Land Conservation meeting previously, he reiterated that he feels something more dramatic should be done. Executive Hinz had stated that many of the resolutions fall on "deaf ears" and do not accomplish what is intended. Haefs noted that the public is not made aware of many of these issues.

Continued discussion of this matter resulted in a recommendation that the County Executive develop a list of increased fees that go to the state from the various departments and report back.

Motion made by Supervisor Dantinne and seconded by Supervisor Haefs to forward to the County Executive with a request to develop a list of fees from the various departments that have increased due to State mandates and report back. MOTION APPROVED UNANIMOUSLY

3. **Communication from Supervisor Lund re: That the Highway Department work with the School District of Howard-Suamico to look for a safer drop off pattern for students at Bayview Junior High and report their findings to Planning, Development, & Transportation Committee (Referred from March County Board):**

Brian Lamers reported that the Highway Department has met with the Howard-Suamico School District to discuss options for drop off patterns, however, he pointed out that the streets involved are not County owned. He will continue to work with the school district to solve the issue.

Motion made by Supervisor Haefs and seconded by Supervisor Dantinne to receive and place on file. MOTION APPROVED UNANIMOUSLY

Register of Deeds:

4. **2008 Annual Report:**

Cathy Williquette referred to the Register of Deeds Annual Report included in packet material. She explained that although real estate volume dropped slightly in 2008, there were 50,475 documents recorded, 3,596 less than in 2007. There were also fewer recordings of vital records in 2007. The total cost to operate the Register of Deeds office in 2008 was $25,401 less than 2007, still leaving Brown County with a net gain of $274,542.

Williquette stated that the Register of Deeds Office worked hard to fulfill its mission and provide quality service in a timely manner highlighting the following:

- 29,800 birth records were back scanned from 1982 to 1988
- An Office Policies and Procedures Handbook was created
- A Doc Prep Seminar was presented to the Brown County Association of Legal Professionals
- An Electronic Recording Seminar was presented in Partnership with Fidlar Technologies
- 69 transactions were recorded each with property values of $1,000,000 or more.

Also reviewed with the committee were revenues and expenses, real estate transfer and recording fees, vital records statistics with final numbers showing that $250,160 went to the County Land Records Fund, and $274,542 to Brown County as noted above.

Williquette also expressed concern with the fact that fees are being raised as brought forward in Supervisor Dantinne's communication (#2 above) and few of the dollars are being retained by the County with most of the increase going to

the State. She will work with the County Executive to develop a list of fees that have been raised in her department to share with this committee.

Motion made by Supervisor Dantinne and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY

5. **Budget Status Financial Report fro December 31, 2008:**
Ms. Williquette reported that all cost categories are within budget.

Motion made by Supervisor Dantinne and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY

Airport:

6 **Request for Budget Transfer (#09-18): Change in any item within Outlay Account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category:.**

Airport Director, Tom Miller, explained that this request is to transfer $16,968 from the airport outlay account to the airport equipment $1,000-$5,000 account for the purchase of four MSA/SCBA bottles and $2,461 to miscellaneous supplies and expense for the purchase of 12 MSA masks for the Public Safety Department. At budget time, pricing for each MSA/SCBA bottle was over $5,000 and was therefore budgeted in outlay. Now, at the time of purchase, Miller explained he is able to obtain more favorable pricing.

Motion made by Supervisor Dantinne and seconded by Supervisor Kaster to approve. MOTION APPROVED UNANIMOUSLY

7. **Budget Status Financial Report for December 31, 2008:**
Miller explained that although the financials in the report are un-audited, salaries and utilities are over budget for the year due to harsh December weather. Although public charges dropped slightly in 2008, grand total revenue exceeded the budget by nearly $1 million.

Motion made by Supervisor Haefs and seconded by Supervisor Dantinne to receive and place on file. MOTION APPROVED UNANIMOUSLY

8. **Director's Report:**
Mr. Miller highlighted activities during the last reporting period as follows:
- Attended an Airline Network Conference in Fort Worth, Texas with over 100 airlines and airports represented. He will be following-up on ideas presented at that time.

- US Cellular has expressed interest in installing a 100 ft tower at an area of the airport not in an approach path.

- Traffic is somewhat slow, although expenses are in line.

Motion made by Supervisor Dantinne and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY

UW-Extension:
Judy Knudsen was present to answer questions relative to the following grant applications and budget transfer.

9. **Approve Application for $4,333 in Kohl funds through UW-Extension to continue the Community Garden Program making low cost garden plots available to Brown County residents:**

   Motion made by Supervisor Dantinne and seconded by Supervisor Haefs to approve. MOTION APPROVED UNANIMOUSLY

10. **Approve application for $5,000 in Farm Technology Days revenue to purchase Meat Animal Quality Assurance (MAQA) educational materials:**

    Motion made by Supervisor Dantinne and seconded by Supervisor Haefs to approve. MOTION APPROVED UNANIMOUSLY

11. **Approve application for $12,500 in Kohl funds through UW-Extension for expansion of the Organic Leaning Center located at the Ag & Extension Service Center:**

    Motion made by Supervisor Kaster and seconded by Supervisor Haefs to approve. MOTION APPROVED UNANIMOUSLY

12. **Request for Budget Transfer (#09-03): Increase in Expenditures with Offsetting Increase in Revenue:**

    This budget transfer will increase the payroll expenditure account with an offsetting increase in UW-Extension Revenue. Funds will be used to hire an LTE Camp Coordinator to oversee Brown and Marinette 4-H er's camping at Camp Bird.

    Motion made by Supervisor Dantinne and seconded by Supervisor Haefs to approve. MOTION APPROVED UNANIMOUSLY

UW-Extension/Planning Commission:

13. **Request for Budget Transfer (#09-15): Increase in Expenditures with Offsetting Increase in Revenue: Allocation of a 2009 grant from the Wisconsin Office of Energy Independence for Brown County to participate as a "25x25 Plan" Pilot Community. This entails completing a current energy assessment as well as a written plan by December 31, 2009, on how Brown County will become 25% energy independent by the year 2025:**

    Chuck Lamine and Judy Knudsen addressed the committee, explaining that this budget transfer is an allocation of a 2009 grant from the Wisconsin office of Energy Independence for Brown County to participate as a 25x25 Plan Pilot Community and entails completing a current energy assessment as well as a written plan by 12/31/09 on how Brown County will become 25% energy independent by the year 2025.

Motion made by Supervisor Dantinne and seconded by Supervisor Haefs to approve. MOTION APPROVED UNANIMOUSLY

Planning & Land Services:

14. **Planning & Land Services 2008 Budget Summary:**

a. **Planning Budget Status Financial Report for 12/31/08:**
Salaries and fringe benefits are below budget due to a vacant Senior Planner position. Contracted Services have not been expended due to Federal Highway Administration delay until 2009 for completion of the Environmental Impact Statement (EIS) for the Southern Bridge and Arterial. On the revenue side, intergovernmental charges are lower than budgeted due to the delay until 2009 for completion of the EIS for the Southern Bridge. Miscellaneous revenue is low due to failure to sell the Brown County Farm.

b. **Property Listing Budget Status Financial Report for 12/31/08:**
Expenditures have all occurred within budgetary constraints. The problem of under funding in the fringe category has been corrected by Administration and will not be repeated in the 2009 budget. On the revenue side, land division review revenue was below anticipated projections, while condo review activity, although initially strong, declined in the last quarter and did not meet projections.

c. **Zoning Budget Status Financial Report for 12/31/08:**
2008 showed a savings in salaries and fringe benefits due to a vacant Sanitary Inspector position. Sanitary permits exceeded revenue projections while shoreland permits generated less revenue than projected.

Overall 2008 ended with a $3,313 shortfall in the Planning, Property Listing, and Zoning Departments.

Motion made by Supervisor Dantinne and seconded by Supervisor Haefs to receive and place on file 14a, b, & c. MOTION APPROVED UNANIMOUSLY

Planning Commission:

15. **2010 Aerial Photo Request for Proposal:**
Jeff DuMez explained the Planning Department would like to pursue a proposal for aerial photography and orthophotography which have historically been done on a five year cycle. Recent advancements in light detection and ranging technology (LIDAR) make it possible to create digital terrain model data. He is anticipating the photo portion to cost approximately $150,000, however, are pursuing partnerships, i.e. the Department of Homeland Security (a possible $40,000), the Wisconsin DOT-Metropolitan Planning Organization ($40,000), in addition to local utilities and municipalities including the Green Bay Water Utility, the Green Bay Metropolitan Sewage District, Wisconsin Public Service, along with regional Planning Commissions throughout the state.

DuMez explained that the Regional Planning Commissions has completed an RFQ process where they have reviewed qualifications and bidders and have selected a team. There are two companies in Wisconsin being considered,

Airometric and Ayers Associates. Brown County cannot join onto the regional or statewide consortium without getting their own quotes and are working with Oconto County, along with other municipalities and area utilities to do that.

Motion made by Supervisor Haefs and seconded by Supervisor Dantinne to approve the RFP and forward to the County Board.
MOTION APPROVED UNANIMOUSLY

Planning Commission:

16. **EPA Smart Growth Implementation Assistance 2009 Grant Application:** Information related to this grant application was distributed and is attached. The program will provide direct technical assistance from national experts to Brown County to incorporate smart growth techniques into the development of the County Farm property. Experts will provide planning/visioning assistance to Brown County staff and Neighborhood Associations around the farm property and develop an overall plan that attempts to meet the diverse opinions on how the property should be developed. EPA will provide assistance through an agency work contract, rather than direct grant financial assistance. There is no cost to the County. When complete the results of the project will be used to continue the development process of the County Farm. There are no continuing fees, or additional staff time beyond what is expected to redevelop farm property.

This grant is designed for communities who want to develop in ways that reflect the principles of smart growth to meet environmental and other community goals and will provide direct technical assistance related to protecting sensitive watersheds, minimizing water quality impacts from development, reduce air pollution by increasing transportation choices, lower greenhouse gas emissions, encourage clean-up and sustainable redevelopment of brownfields, etc. Applications are due by April 23, 2009.

Motion made by Supervisor Dantinne and seconded by Supervisor Haefs to approve grant application. MOTION APPROVED UNANIMOUSLY

17. **Grant Application Review re: Energy Efficiency and Conservation Block Grant:**

Mr. Lamine explained that the purpose of this block grant is to reduce fossil fuel emissions, decrease total energy consumption, improve energy efficiency in transportation, building, and other energy consuming sectors, to spur economic growth, and to create and/or retain jobs. The amount is to be determined and is an annual allocation. It will be used to develop energy efficiency and conservation strategy for buildings and facilities.

Motion made by Supervisor Haefs and seconded by Supervisor Kaster to approve grant application. MOTION APPROVED UNANIMOUSLY

18. **Request for staff updates on potential sale and development options of land south and east of the Brown County jail site (standing item):**

Chuck Lamine reported that he had little update to report, although stated he will be scheduling neighborhood association meetings within the next month. Chairman Erickson asked to be notified as he would like to attend.

Motion made by Supervisor Dantinne and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY

Zoning:

19. **2008 Annual Report:**
Bill Bosiacki referred to the 2008 Annual Report included in packet material, highlighting numbers for sanitary permits issued in the various municipalities, gravity flow onsite waste systems, pressure onsite waste systems, holding tanks, property transfer inspections and maintenance, and shoreland permits issued.

Motion made by Supervisor Dantinne and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY

20. **Federal Emergency Management Agency (FEMA) Floodplain Mapping Update:**

A letter of final determination was received from the Federal Emergency Management Agency dated 2/18/09. The letter is a notification of the final flood elevations determination for the unincorporated areas of Brown County.

Maps of three floodplain areas in Brown County were distributed and are available from Bill Bosiacki in the Zoning Department. A Public Hearing is required, along with County Board approval by August of this year. Bosiacki will be scheduling this within the next month or so.

Motion made by Supervisor Dantinne and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY

21. **Budget Status Financial Report for 12/31/08:**

Motion made by Supervisor Dantinne and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY

Planning Commission/Highway:

22 **Staff Report re: Progress on the CTH GV Reconstruction Project Study:**
A staff report was included in packet material relative to the progress on the GV reconstruction project during the period 2/23 to 3/18/09. It includes:

- Written agreements have been received from Bellevue and Ledgeview stating that the project will be postponed one year.
- Consultation with DOT concerning the use of GV as a detour route during the 172 repair project
- Land uses were examined that are planned for the project corridor

- Amount of developable land for each parcel along the project corridor was identified.
- Calculation of appropriate assessments for property owners along the project corridor have been completed.
- Sections of GV that require patching or other spot improvements prior to reconstruction were identified.
- Have proceeded with right of way acquisition and utility installation along the east side of the GV corridor and the CTH G intersection
- New Fox River bridge and street/highway corridor through the EIS process was identified.
- Necessary permits from the appropriate state and federal environmental agencies have been applied for.

In addition:
- Brown County Highway Department will apply for the permits from the appropriate state and federal environmental agencies as the highway is designed.
- Whether the reconstructed highway should be four lanes will be completed at the end of the study.
- Staff will continue to monitor the progress of the FEMA floodway/floodplain mapping project and use the information to finalize the highway's design.

Also included was a timeline to complete tasks from March of 2009 through January of 2010.

Again, a lengthy discussion ensued regarding payment of the project, with Supervisor Kaster again questioning why Bellevue residents who live on this roadway should be responsible for the reconstruction when it is a County highway project. Mr. Lamers and Mr. Lamine explained that it is a Bellevue Village policy to assess such work back to the property owners. Mr. Lamine stated he understands the Village is revisiting this policy

Motion made by Supervisor Dantinne and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY

Highway:

23 **February 2009 Budget to Actual:**
Questions by Supervisor Dantinne related to profits from use of equipment, etc. was, after a lengthy discussion, the profit, if any, goes into goes into Retained Earnings-Unreserved.

Motion made by Supervisor Dantinne and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY

24. **Director's Report:**
Brian Lamers highlighted the following activities during the last reporting period:
- Purchase of salt for the next year was bid on 3/20/09.
- Repairs on the bridge on County H by the fairgrounds has been completed, however, the road has been posted as Class B. This bridge is up for federal funding in 2011.

- A meeting was held with the State and the Village of Bellevue to discuss diamond regrinding on JJ from I43 to a proposed round-about at 29/141. A price of $107,000 was estimated, with a contingency of $25,000. Bellevue has asked for additional work to include four foot paved shoulders on each side to accommodate biking, along with curbing, a 10 ft terrace, and a 5 ft sidewalk, raising the cost to $554,000. There would be a 50/50 cost share on this project.

Motion made by Supervisor Haefs and seconded by Supervisor Dantinne to receive and place on file.
MOTION APPROVED UNANIMOUSLY

Other:

25. **Audit of Bills:**

Motion made by Supervisor Kaster and seconded by Supervisor Haefs to approve payment of bills. MOTION APPROVED UNANIMOUSLY

26. **Such Other Matters as Authorized by Law:**
Supervisor Jack Krueger informed the committee of meetings he has been attending related to the stimulus package and the criteria required. Both the Highway Department and the Airport appear to be researching what may be available Chairman Erickson reported, however, it is unsure if other departments are aware of what may be available. Erickson stated he will follow-up on this issue.

Motion made by Supervisor Dantinne and seconded by Supervisor Kaster to adjourn at 9:25 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary

http://epa.gov/smartgrowth/2009_sgia_rfa.htm
Last updated on Monday, January 26th, 2009.

Smart Growth

Smart Growth Implementation Assistance 2009 Request for Applications (RFA)

The Development, Community, and Environment Division (DCED) in the Environmental Protection Agency's (EPA) Office of Policy, Economics, and Innovation is seeking applications from states, regions, and communities that want to develop in ways that reflect the principles of smart growth to meet environmental and other community goals. Through the Smart Growth Implementation Assistance (SGIA) program, EPA will provide direct technical assistance to successful applicants as described below. Eligible entities are tribal, local, regional, and state governments, and nonprofit organizations that have a demonstrated partnership with a governmental entity.

Development practices that reflect the principles of smart growth support national environmental and public health goals by protecting sensitive watersheds, minimizing water-quality impacts from development, reducing air pollution by increasing transportation choices, lowering greenhouse gas emissions through more compact development patterns, and encouraging clean-up and sustainable redevelopment of brownfields. The ten smart growth principles are:

- Mix land uses.
- Take advantage of compact building design.
- Create a range of housing opportunities and choices.
- Create walkable neighborhoods.
- Foster distinctive, attractive communities with a strong sense of place.
- Preserve open space, farmland, natural beauty, and critical environmental areas.
- Strengthen and direct development towards existing communities.
- Provide a variety of transportation choices.
- Make development decisions predictable, fair, and cost-effective.
- Encourage community and stakeholder collaboration in development decisions.

For more information on smart growth, please visit EPA's smart growth web site at: www.epa.gov/smartgrowth.

TECHNICAL ASSISTANCE OPPORTUNITY

Communities and states around the country are interested in fostering economic growth, protecting their environmental resources, enhancing public health, and extending the benefits of community redevelopment, but they may lack the tools, resources, or information to achieve these goals. Particularly given the current economic climate, communities are often forced to make difficult decisions about how and where to invest public resources to accommodate growth, stimulate their economy, and respond to changing environmental challenges. Communities are often expected to use scarce resources to demonstrate impact in one or more of these areas simultaneously.

(16)

In response to these needs, EPA is offering direct technical assistance from national experts to communities and states that want to incorporate smart growth techniques in their development. EPA is also interested in identifying and documenting innovative solutions to complex problems faced by communities as they seek to incorporate smart growth practices. The findings from SGIA projects inform EPA's own policy practice. As such, they serve as evidence of cutting-edge challenges, examples of leadership in smart growth, and solutions that can be disseminated and replicated across the country.

EPA has identified some key areas in which communities are likely to benefit from technical assistance:

- Climate change (both mitigation of and adaptation to)
- Green job development
- Corridor redevelopment
- Green building development
- Suburban retrofitting
- Disaster resiliency

Proposals are not limited to requests for technical assistance in only these thematic areas; other topics for assistance are welcome and encouraged, provided they demonstrate cutting-edge challenges and the possibility of replicable solutions.

EPA is soliciting applications from communities, regions, and state governments that want assistance with either policy analysis or public participatory processes. The type of work may incorporate policy analysis and review, planning and visioning processes, scorecard/ranking criteria development and assessment, and/or other elements pertinent to the role of the applicant. The type of work, however, should enable the community to better implement smart growth development practices.

Selected communities or states will receive assistance in the form of a multi-day visit from a team of experts organized by EPA and other national partners to work with local leaders. EPA will provide this assistance through an Agency contract vehicle, not a grant. Team members will be nationally known experts in disciplines to be determined by the community's unique needs. The contractor team will likely engage with state or local staff to study the context and specific project and meet with elected officials, business leaders, citizen organizations, and representatives of other stakeholder groups. Upon completion of the project, the community will receive a final report developed by EPA and its consultant team that includes a compilation of the resources developed throughout the visit and options for follow-on action.

EPA plans to assist three to five communities in 2009. EPA anticipates announcing the selected communities in fall of 2009 and working with the communities over a period of twelve months.

EPA must receive applications by 5:00 PM EST, Thursday, April 23rd, 2009.

PREPARING THE APPLICATION

EPA will evaluate applications based on the criteria listed below. Project descriptions should be detailed and clearly identify the challenge the community, region, or state agency is facing and the specific activities that would be most helpful from the EPA-led team. The criteria listed below will be used to do a preliminary review of the applications. Following this initial review, EPA will conduct conference calls with finalists. Conference calls will include the

116

applicant and major partners identified in the application. These calls will be used to further evaluate the extent to which the applicant is successful in meeting the criteria. EPA will make final selections following the completion of the conference calls.

EVALUATION CRITERIA

1. The applicant must be (1) a tribal, state, local, or regional government; or (2) an incorporated nonprofit organization incorporated or domiciled in the United States or an academic institution that has a demonstrated partnership with a governmental agency. Applicants must be located in, and project activities must be conducted within, the United States, Puerto Rico, or a territory or possession of the U.S.

2. Technical assistance will be provided to integrate the principles of smart growth into state or local planning processes to promote infill development. The assistance must relate to policy analysis or public participatory processes that will improve the overall climate for brownfields redevelopment as well as revitalization of other infill sites.

DCED will not consider applications that have a principal purpose of providing training, research, and technical assistance to individuals and organizations to facilitate the inventory of brownfield sites, site assessments, remediation of brownfield sites, site preparation, or community involvement associated with the clean-up, assessment, or inventory of brownfield properties. EPA funds these types of projects only under the Office of Brownfields Cleanup and Redevelopment's "Brownfields Training, Research, and Technical Assistance Grants and Cooperative Agreement Program."

We will consider applications for policy analysis or public participatory processes associated with the smart growth redevelopment of infill generally in a city, county, state, or on tribal lands that includes brownfield sites as well as other types of sites. However, community-involvement activities associated with the clean-up, assessment, or inventory of individual brownfield sites are not eligible for funding under this RFA.

3. The community, region, or state must have a demonstrated understanding of and commitment to the principles of smart growth. Applicants should describe actions that the community, region, or state has taken to address the location and design of development, regardless of whether they have been successful. EPA is looking for applicants that have already learned about the principles of smart growth and now want implementation assistance.

4. The community, region, or state must clearly be facing a development-related challenge, whether it involves growth pressures, affordable housing needs, attracting more development, or planning for the future, and must have identified opportunities for changing the way it handles growth. The application should include a discussion of growth conditions in the area of interest, as well as assets and challenges to implementing smart growth practices. The application should also specify the type of assistance (policy analysis or public participatory processes) being requested and how it will be applied.

5. The application must have a specific, clearly defined project, and there must be a clear role for a team to assist with policy analysis or public participation. Applicants must describe the project; discuss how it relates to local, regional, or state growth; describe partnerships in place to help make the project succeed; and explain how its success would affect the applicant's environmental, social, and economic health. EPA will work with each selected applicant to develop a detailed statement of work to ensure that the contract support maximizes the expert assistance available to the community, region, or state.

16

6. The application must demonstrate that the project responds to a cutting-edge challenge and/or has the potential to lead to an innovative solution that may be replicable. Many of the challenges facing communities have been robustly studied and have widely accepted solutions. This technical assistance offering is to tackle problems for which few or no answers yet exist. Applicants must demonstrate that their project is both cutting edge and innovative in terms of responding to the current policy and economic climate, and yet has the potential for replicability in other communities.

7. The applicant must be able to demonstrate how it anticipates using the results from the EPA-led team to implement changes at the local, regional, or state level. The applicant should also describe the authority that it has to implement any changes and the steps necessary to implement design or policy options developed through the project.

8. The applicant must form a team to work with the EPA-led expert team and to follow up on the technical assistance. This team should include representatives from relevant sectors, including government, business, public interest groups, civic associations, and individual citizens. The team will be responsible for working with the EPA-team pre- and post-site visit and working with the applicant to ensure all appropriate stakeholders are represented in the assistance.

As a proponent of "collaborative environmental problem solving," EPA supports meaningful public involvement, especially among underserved populations or non-traditional stakeholders. Applicants are encouraged to reach beyond political and professional stakeholders and target faith-based groups, parents, senior citizens, schools, retirement centers, and community service organizations when forming their team.

Applicants should submit letters of support and participation from the principal partners on the team, signed by an individual who can commit the organization to the project. The EPA-led team will be on site for only a few days. The applicant and its partners must carry out the bulk of the work and must have the dedication and vision to succeed. Applicants must also specify the staff who will work on this project before and during the team visit and during the follow-up.

9. Elected officials (mayors, county commissioners, city council members, state agency directors, etc.) must support this project and be committed to its success. The response to this request for applications will require a letter of support from the primary elected official in the community, as well as a list of other elected officials who support it. If a state agency is applying, this letter should be from the agency head or elected official who will have responsibility for carrying out the project.

10. Although this assistance will be free to the applicant, communities, regions, and states that show commitment through partnerships, such as local government staff time, support from local businesses, and other local resources, will have priority in the selection process. Matching funds from the applicant will allow greater use of the expert team for the selected project. Applicants should include a list of supporters and describe any previous collaborations on growth and development issues, if applicable. Applicants should also mention any potential matching funds and other technical assistance programs or grants for which they may be applying.

SUBMITTING YOUR APPLICATION

To be considered complete and eligible for review, all applications must include a summary

(16)

page, cover letter, project description, letter of support from the community's main elected official or agency decision official, and documentation of partner participation. All parts of the application must be submitted together. The following format is required:

Summary Page (no longer than one page)

The summary page should include the project title, contact information for the project manager, type of assistance requested (policy analysis or public participation processes), and an abstract of the project. If a non-profit organization or academic institution is submitting the application, then the name and contact information for the governmental partner must also be provided.

Cover letter (does not count against page limit)

The cover letter that accompanies your application must be signed by an official with the authority to commit your government, agency, or organization to the project and should be written on your official letterhead.

Project description (no longer than five page sides)

The request for assistance must describe the project clearly and specifically. The narrative must provide a concise overview of the project, including how it ties into larger issues of local or regional growth, and how EPA assistance will support the project. The description must detail support for action and resources (e.g., staff time, support from business, cost-sharing, etc.) that the applicant's team will bring to the project. The narrative must also address how the application meets each of the criteria and what environmental results the applicant expects. If other project partners or funding sources are involved, their role and contribution must be clearly defined. In reviewing the project description, reviewers will not consider any pages over the five-page-side limit. Project descriptions must use no smaller than 10-point type and should have page margins all around of at least one inch.

Letter of support from elected official (not included in page limit)

The applicant must include a letter of support from the primary elected official in the community (e.g., mayor, county commission chair, etc.). If the applicant is a state government agency, the letter should be from the head of the agency or an elected official. Also include a list of other stakeholders who support the project; letters from these people are not required. Please include these materials with the application.

Documentation of partner participation (not included in page limit)

The applicant should include letters of support from the principal partners in the local team that will be assisting the EPA-led team and directing follow-up activities. Please include these letters with the application. Principal partners will be expected to participate in a conference call for the finalists.

EPA must receive applications by 5:00 PM EST, Thursday, April 23, 2009. No late applications will be accepted. Applicants must submit **one original and four copies** of their full application. All applications must be submitted in accordance with the requirements described above. No fax submissions will be accepted. Postmarks or meters will not be considered sufficient documentation of on-time delivery.

If you are sending your application via hand delivery (e.g., UPS, Federal Express, courier, or

some other means), send it to:

Deloris Wingo-Huntley
Development, Community, and Environment Division
U.S. Environmental Protection Agency
1301 Constitution Ave. NW
EPA West Building, Room 1408
Washington, DC 20004
202-566-2862

If you are mailing your application, send it to:

Deloris Wingo-Huntley
Development, Community and Environment Division
U.S. Environmental Protection Agency
1200 Pennsylvania Ave. NW
Mail Code 1807T
Washington, DC 20460

Please note that there may be substantial delays in conventional mail service to EPA due to heightened security screening.

If you have questions about this solicitation, please contact:

Kevin Nelson
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U.S. Department of Energy - Energy Efficiency and Renewable Energy
Weatherization & Intergovernmental Program

Energy Efficiency and Conservation Block Grants

The American Recovery and Reinvestment Act of 2009 appropriated $3.2 billion for the Energy Efficiency and Conservation Block Grant (EECBG) Program for fiscal year 2009. The EECBG Program was authorized in Title V, Subtitle E of the Energy Independence and Security Act of 2007 (EISA), signed into Public Law (PL 110-140) on December 19, 2007. The Program provides federal grants to units of local government, Indian tribes, states, and U.S. territories to reduce energy use and fossil fuel emissions, and for improvements in energy efficiency. The EECBG Program is administered by the Office Weatherization and Intergovernmental Program in the Office of Energy Efficiency and Renewable Energy of the U.S. Department of Energy (DOE).

- What is the purpose of the program?
- Who is eligible to receive funding?
- How are program funds allocated?
- What activities are eligible for use of funds?
- How can I apply?
- Where can I get more information?

What Is the Purpose of the Program?

The purposes of the Energy Efficiency and Conservation Block Grant Program are to:

- Reduce fossil fuel emissions
- Decrease total energy consumption
- Improve energy efficiency in the transportation, building, and other energy consuming sectors
- Spur economic growth
- Create and/or retain jobs

Who Is Eligible To Receive Funding?

States, U.S. territories, Indian tribes, units of local government, and consortia of these entities are eligible to receive funds under the EECBG Program. DOE uses the most recent and accurate population data from the U.S. Census to determine eligibility. Specific definitions for eligibility are as follows:

States and Territories

Entities eligible under the definition of "state" are the 50 United States, the District of Columbia and the following territories of the United States: Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands.

All states are eligible to apply for direct formula grants and competitive grants from DOE.

Cities

Entities eligible under the definition of "city" are cities and city-equivalent units of local government such as towns, boroughs, villages or other municipalities. Consolidated city-county governments will be considered as cities.

Depending on population, cities are eligible for EECBG program funds either directly from DOE or from the state in which they are located. A city with a population of at least 35,000 or that is one of the 10 highest populated cities of the state in which the city is located, is eligible for a direct formula grant from DOE. A city with a population below 35,000 is eligible for a sub-grant from the state in which it is located.

17

All cities are eligible to apply for competitive grants from DOE regardless of population.

Counties
Entities eligible under the definition of "county" are counties and county-equivalent units of local government such as a parishes or boroughs.

Depending on population, counties are eligible for EECBG program funds either directly from DOE or from the state in which they are located. A county with a population of at least 200,000 or that is one of the 10 highest populated counties of the state in which the county is located, is eligible for a direct formula grant from DOE. A county with a population below 200,000 is eligible for a sub-grant from the state in which it is located.

County populations do not include the populations of cities within them that are eligible for direct formula grants from DOE. Consolidated city-county governments will be considered as cities.

All counties are eligible to apply for competitive grants from DOE regardless of population.

Indian Tribes
Entities eligible under the definition of "Indian tribe" are all Indian tribes recognized by the Federal government and state governments.

Indian tribes eligible for direct formula grants from U.S. DOE are those in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C.450b), which is any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688; 43 U.S.C. 1601 et seq.), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Indian tribes recognized by the state in which they are located are eligible for sub-grants from that state.

All Indian tribes recognized by the Federal government and state governments are eligible to apply for competitive grants from DOE.

Consortia of Local Governments and Indian Tribes
Consortia of cities, counties, and Indian tribes that are not eligible for direct formula grants from DOE are eligible to apply for competitive grants from DOE and may be eligible for sub-grants from states.

How Are Program Funds Allocated?
Of the $3.2 billion dollars appropriated in total program funds, $2.8 billion is available as authorized under Subtitle E of Title V of the Energy Independence and Security Act and $400 million is available in competitive grants from DOE.

Of the $2.8 billion available as authorized under Subtitle E of Title V of the Energy Independence and Security Act includes:

- 68% in direct formula grants from DOE to:
  - Cities with a population of at least 35,000 or that are one of the 10 most populous cities in the state
  - Counties with a population of at least 200,000 or that are one of the 10 most populous counties in the state
- 28% in direct formula grants from DOE to:

17

  - All 50 states
  - The U.S. Territories of Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands.
  - The District of Columbia

- 2% in direct formula grants from DOE to:
  - Indian tribes listed in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C.450b)

- 2% in competitive grants from DOE to:
  - Cities, counties and Indian tribes that are not eligible for direct formula grants from DOE, and consortia of those entities

All entities eligible for program funds either through direct grants from DOE or from sub-grants from states will be eligible for $400 million in competitive grants. The award criteria of these competitive grants are to be determined by DOE.

In addition, not less than 60% of the amount received by each state shall be sub-granted to units of local government in the state that are not eligible for direct formula grants from DOE. Each state decides how to award these sub-grants. Find contact information for your state's State Energy Office.

DOE will retain a small percentage of program funds for technical assistance, training, and administrative costs.

What Activities Are Eligible for Use of Funds?

Energy efficiency, conservation, and renewable energy programs and projects are building blocks for a strong economy, the end of our addiction to foreign oil, and better quality of our environment. EECBG program funds will have maximum impact if invested in ways that create and/or retain jobs and stimulate the economy in the short term while laying the foundation for a long-term and sustainable clean energy economy.

The activities eligible for use of funds are:

- **Development of an Energy Efficiency and Conservation Strategy** and **Technical Consultant Services** to assist in the development of such a strategy
- **Residential and Commercial Building Energy Audits**
- **Financial Incentive Programs** for energy efficiency improvements
- Grants to nonprofit organizations and governmental agencies for the purpose of performing **Energy Efficiency Retrofits**
- **Energy Efficiency and Conservation Programs for Buildings and Facilities**
- **Development and Implementation of Transportation Programs** to conserve energy
- **Building Codes and Inspections** to promote building energy efficiency
- **Energy Distribution Technologies** that significantly increase energy efficiency, including distributed generation, combined heat and power, and district heating and cooling systems
- **Material Conservation Programs** including source reduction, recycling, and recycled content procurement programs that lead to increases in energy efficiency
- **Reduction and Capture of Methane and Greenhouse Gases** excluding carbon capture or sequestration from power plants
- Energy efficient **Traffic Signals and Street Lighting**
- **Renewable Energy Technologies on Government Buildings**
- **Any Other Appropriate Activity** that meets the purposes of the program and is approved by DOE

17

How Can I Apply?
Details on the application process are coming soon. In the meantime, entities that meet the eligibility criteria above for formula grants from U.S. DOE should become familiar with FedConnect, the mechanism for applying for the EECBG Program, by downloading and reading:
https://www.fedconnect.net/FedConnect/PublicPages/FedConnect_Ready_Set_Go.pdf

- Step 1: Request a DUNS Number at http://fedgov.dnb.com/webform/displayHomePage.do
- Step 2: Register with the Central Contractor Registry (CCR) at http://www.ccr.gov/.
- Step 3: E-Business Point of Contact must register in FedConnect at https://www.fedconnect.net/FedConnect/.

Please allow 21 days to complete the registration process.

Where Can I Get More Information?
If you have questions regarding the EECBG program, please contact the EERE Information Center via toll-free phone at 1-877-EERE-INFO (1-877-337-3463) or by submitting questions via the Web submission form.

Hours of Operation: 9 am – 7 pm ET, Monday-Friday

You may also subscribe to EERE's Progress Alerts for updates to the Block Grant Program.

Read more at Recovery.gov and at the The White House Agenda: Energy and the Environment.

This Web page will be updated regularly. Please check back frequently.

17