

AGENDA ITEM SUMMARY

DATE: 09/22/2009 **DEPARTMENT:** Administration, Planning, Finance, HELP **DEPT. SIGN:** _____

SUBJECT:

Environmental Protection Agency
Materials Management Grant Application for the
Just Bag It! Program

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

The *Just Bag It!* program proposes to source reduce, reuse and recycle plastic bags in Hailey by teaming with businesses and offering promotion opportunities in exchange for participation in the program. The grant request is \$8,943, with no match other than staff time to administer and support the program.

Atkinson's, Albertsons and the Hailey Chamber have already committed to the program, and will work with Hailey to establish additional program partners throughout the business community.

At this time, administration, planning, finance and HELP are seeking formal authorization by the city council and Mayor Rick Davis to sign and submit the application to the EPA.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

____ City Attorney	____ Clerk / Finance Director	____ Engineer	____ Building
____ Library	____ Planning	____ Fire Dept.	_____
____ Safety Committee	____ P & Z Commission	____ Police	_____
____ Streets	____ Public Works, Parks	____ Mayor	_____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Approve request to submit application.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____
City Clerk _____

FOLLOW-UP:

*Ord./Res./Agmt./Order Originals: _____ *Additional/Exceptional Originals to: _____
Copies (all info.): _____ Copies
Instrument # _____

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	*If Revision, select appropriate letter(s): * Other (Specify)
*3. Date Received:		4. Application Identifier:
5a. Federal Entity Identifier: 208-788-2924becky.stokes@haileycityhall.org		*5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
* a. Legal Name: City of Hailey		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 82-6000201		*c. Organizational DUNS: 169191517
d. Address:		
*Street1: 115 Main St. S, Suite H Street 2: *City: Hailey County: Blaine *State: ID Province: Country: USA		
		*Zip/ Postal Code: 83333
e. Organizational Unit:		
Department Name:		Division Name:
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Middle Name: *Last Name: Stokes Suffix:		First Name: Becky
Title: City Treasurer		
Organizational Affiliation:		
*Telephone Number: 208-788-4221 ext. 28		Fax Number: 208-788-2924
*Email: becky.stokes@haileycityhall.org		

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type: C. City or Township Government

Type of Applicant 2: Select Applicant Type:

- Select One -

Type of Applicant 3: Select Applicant Type:

- Select One -

*Other (specify):

*10. Name of Federal Agency:

U.S. Environmental Protection Agency, Region 10

11. Catalog of Federal Domestic Assistance Number:

66.808

CFDA Title:

Materials Management Assistance Grants in EPA Region 10 (2009)

*12. Funding Opportunity Number: RFA No. EPA-R10-RCC-2009

*Title: Materials Management Assistance Grants in EPA Region 10 (2009)

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Cities of Hailey, Ketchum, Sun Valley, Bellevue; Blaine County

*15. Descriptive Title of Applicant's Project:

Just Bag It!

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant ID-002

*b. Program/Project: ID-002

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: January 2, 2010

*b. End Date: December 31, 2010

18. Estimated Funding (\$):

*a. Federal	\$8,943.00	*d. Local	
*b. Applicant	\$4,671.00	*e. Other	\$1,508.00
*c. State		*f. Program Income	
*d. Local		*g. TOTAL	\$15,122.00

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

- Yes
- No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Ms. *First Name: Heather

Middle Name:

*Last Name: Dawson

Suffix:

*Title: City Administrator

*Telephone Number: 208-788-4221, ext. 18

Fax Number: 208-788-2924

*Email: heather.dawson@haileycityhall.org

*Signature of Authorized Representative:

Date Signed: October 3, 2009

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Materials Man	66.808	\$	\$	\$ 8,943	\$ 6,179	\$ 15,122
2.						
3.						
4.						
5. Totals		\$	\$	\$ 8,943	\$ 6,179	\$ 15,122

SECTION B - BUDGET CATEGORIES

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	5,073				5,073
b. Fringe Benefits	1,106				1,106
c. Travel					
d. Equipment					
e. Supplies	4,900				4,900
f. Contractual					
g. Construction					
h. Other	4,043				4,043
i. Total Direct Charges (sum of 6a-6h)	15,122				15,122
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$ 15,122	\$	\$	\$	\$ 15,122

7. Program Income	\$	\$	\$	\$	\$
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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Materials Management Assistance Grants in EPA Region	4,671		1,508	\$6,179
9.				\$
10.				\$
11.				\$
12. Total (SUM OF LINES 8-11)	4,671		1,508	\$6,179

SECTION D - FORECASTED CASH NEEDS

	Total for 1 st Year	FUTURE FUNDING PERIODS (years)			
		1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
13. Federal	\$8,943	\$600	\$4900	\$500	\$2943
14. Non-Federal	6,179	1700	1390	1700	1389
15. TOTAL (sum of lines 13 and 14)	\$15,122	\$2300	\$6290	\$2200	\$4332

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.	\$	\$	\$	\$
20. TOTAL (sum of lines 16-19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	
22. Indirect Charges:	

23. Remarks:

Authorized for Local Reproduction

1. SUMMARY INFORMATION PAGE

Project Title

Just Bag It!

Applicant Information

City of Hailey
115 Main St. S, Suite H
Hailey, ID 83333
Becky Stokes, Grant Administrator
Phone: 208-788-4221, ext. 28
FAX: 208-788-2924
becky.stokes@haileycityhall.org

Funding Requested

\$8,943

Total Project Cost

\$15,122

\$6,179 (applicant and in-kind)

Project Period

January 2, 2010 – January 31, 2011



2. NARRATIVE PROPOSAL

A. PROJECT SUMMARY / APPROACH

Materials Management

The goal of Hailey's *Just Bag It!* program directly addresses reducing the generation of municipal solid waste sent to landfills by reducing the use of plastic bags. *Just Bag It!* proposes to reduce the use of plastic bags at grocery stores and other merchant locations that provide plastic bags to customers, throughout the city of Hailey. An estimated 3,000 reusable bags would be distributed to consumers through participating merchants. (Hailey's population is about 9,000.) Reuse stations would be required and/or provided at participating partners' stores, at the farmers' and artists' market, and at various trailheads, where dog waste stations are provided. Used plastic bags will also be material for a public art contest, diverting additional solid waste from the landfill. In addition, significant education and outreach to the local schools and general public would occur. A plastic bag free day would be established and if it is found that a plastax is feasible, a bag surcharge will help curtail plastic bag use and provide future funding for additional waste management activities.

The project has three major components:

- 1) Partner with grocers and merchants to reduce, recycle and reuse plastic bags in Hailey;
- 2) Provide outreach and education to local elementary, middle, and high school aged children as well as the general public; and
- 3) Establish a plastic bag free day and determine feasibility of a plastic bag surcharge.

The program directly addresses the means for achieving EPA's strategy for reducing waste generation and increasing recycling by (1) establishing and expanding partnerships with businesses, communities, and consumers; (2) stimulating environmentally responsible behavior by product users and disposers ("product stewardship"); and (3) helping businesses, government, and consumers by providing education, outreach, training, and technical assistance.

Statement of Need

Hailey is one of the most environmentally progressive cities in Idaho, yet is a major consumer of goods and services due to a generally comfortable standard of living. There is also a strong tourist consumer presence in the city, due to Hailey's proximity to the Sun Valley resort. This means major shopping activity, for both perishable and non-perishable items, with plastic bags used to carry the majority of these purchases. A number of consumers do use cloth bags or paper bags; but there is significant room for improvement. Like grocers and merchants everywhere, Hailey's retail community has struggled in the current economy. Hailey's *Just Bag It!* program has been conceived as more than merely a source reduction, reuse and recycling program. It is intentionally designed to provide promotional opportunity for local businesses.

There are a significant amount of greenhouse gases produced in the lifecycle of plastic bags as well as a high level of toxicity, which harms not only people, but marine and wildlife around the world. This program addresses education, outreach, and policy development, by providing tools and opportunities for the public and local businesses to practice in reducing and reusing in a manner that promotes businesses and spurs the economic vitality of participating businesses.



Ohio Gulch Transfer Station (our landfill) is anticipated to reach capacity in about two years. The overseeing body, Southern Idaho Solid Waste, is in the process of acquiring 80 acres of land owned by the Bureau of Land Management, to expand its operation and accommodate greater waste. Diverting and reducing plastic bags from the landfill will help alleviate landfill capacity pressures, and hopefully act as a catalyst for better waste management of a more diverse range of materials through existing curbside recycling and drop off programs.

Detailed Project Summary

1) PARTNERING WITH MERCHANTS AND GROCERS

Hailey will partner with Atkinson's Market, Albertsons, the Hailey Chamber of Commerce and other merchants in an effort to reduce, recycle and reuse plastic bags, while offering business promotion opportunities in exchange for participation in the *Just Bag It!* program. Atkinson's is a local grocer that has previously participated in plastic bag reduction activities at one of its two other stores in the valley. In general Atkinson's plays a large role in supporting community activities and programs. Albertsons is a nationwide grocer, who has strong competition with Atkinson's. Hailey's Chamber of Commerce is a well established organization with active involvement from local merchants. All three of these entities have committed their support to *Just Bag It!* Letters of support are attached.

Additional businesses will be established as partners when they commit to reusing and reducing the use of plastic bags on Earth Day, and to providing a plastic bag reuse receptacle. All partners are eligible for 1) reusable bags with their logo on one side and a standard print of plastic bag facts with the City of Hailey and EPA logo on the reverse side; 2) a promotional advertisement in the city's monthly newsletter; 3) three display ads printed in the local paper; and 4) a poster to display in the store promoting the program and listing all program partners.

Small businesses in Hailey have been struggling as a result of the economic downturn. This program will give these businesses an opportunity for increased advertising and sales. It is the City of Hailey's hope that through offering business promotion in exchange for plastic bag reduction, we can demonstrate a successful example of how business results can be enhanced through environmental stewardship. The scope of work will include the following tasks:

- 1) Work with the Hailey Chamber, Atkinson's and Albertsons to establish *Just Bag It!* program partners.
- 2) Request logos from participating partners to be used on one side of the reusable bag.
- 3) Produce a graphic for the other side of the reusable bag which has plastic bag facts and the City of Hailey and EPA logos.
- 4) Print and distribute 3,000 reusable bags.
- 5) Develop display ads and newsletter advertising for each participating business.
- 6) Distribute posters for merchants and grocers, advertising the program and announcing the business as a program participant.

2) OUTREACH AND EDUCATION

Hailey recognizes that school aged children are the future and that by educating children through outreach activities they may likely take the information (and a reusable bag) home to their families. There are two elementary schools, one middle school, one traditional high school, one alternative high school and one private high school in Hailey. If awarded the grant, Hailey would



also conduct a series of general public outreach and education activities through various means. The scope of work will include the following tasks:

- 1) Create a reusable bag logo design contest at two elementary schools and one middle school; logo will then be used on bags distributed to each participating classroom.
- 2) Develop and distribute a brochure to schools and citizens in the monthly utility bill.
- 3) Create a poster contest for high school aged students (3 schools) to participate in, to be distributed to the participating merchants and grocers.
- 4) Organize a kick off event, which will advertise grant components, promote partners, distribute bags and brochures to partners, and include educators.
- 5) Conduct a used plastic bag public art project, in a simple contest format, to reach people who may not see any other information in the proposed program.
- 6) Create a project blog and develop two YouTube videos to engage the online community; inform neighboring towns about the program through the blog and by sharing YouTube videos with their schools and YMCA.

3) POLICY DEVELOPMENT

Completion of the previously described program components is a prerequisite to addressing plastic bags through policy development and implementation. Policies have been enacted around the world which either ban plastic bags or charge a tax on them. With this award, the Hailey would be able to investigate existing policy mechanisms used to reduce the use of plastic bags. Hailey would use the momentum from the outreach, education and business promotion activities to further a more long term, permanent effort towards plastic bag reduction. Hailey will:

- 1) Establish a plastic bag free day on Earth Day, April 22nd, each year.
- 2) Research the feasibility of instituting a plastax, where the revenue generated is used for environmental projects, education, and outreach within the City of Hailey.

Project Schedule

Task	Completion	Task	Completion
1. Est. program partners	2/1/10	12. Public Art Contest	6/1/10
2. Partner logos rec'd	2/15/10	13. YouTube video #2	7/1/10
3. Create reverse graphic and EPA/Hailey logo	2/15/10	14. Prop. Council Resolution	8/1/10
4. School poster contest	3/1/10	15. School logo contest #1	9/1/10
5. Posters to partners	3/22/10	16. School logo contest #2	9/15/10
6. Print/dist. merchant bags	4/1/10	17. School logo contest #3	10/1/10
7. <i>Just Bag It!</i> brochure	4/1/10	18. Display Ad #2	10/15/10
8. Create project blog	4/15/10	19. Plastax concept to Council	11/1/10
9. Display Ad #1	4/15/10	20. Print/dist. school bags	11/15/10
10. Kick off event	4/22/10	21. Display Ad #3	12/15/10
11. YouTube video #1	5/1/10	22. Business survey	1/15/11

Public Benefits

In addition to public benefits already discussed, the program offers the following advantages. Plastic bags are made from polyethylene, which is a thermoplastic made from oil. Reducing plastic bags reduces dependence on foreign oil. Plastic bags photo degrade, breaking down into smaller, more toxic petro-polymers, which eventually contaminate soil and water resources and



enter the food chain. Numerous plastic bags aren't properly disposed of and end up affecting wildlife and marine life. These larger environmental and political issues extend beyond Hailey's municipal boundaries. The *Just Bag It!* program will set an environmental stewardship example to neighboring cities, the state of Idaho and beyond.

Roles of Applicant and Partners

Hailey will lead the project and produce and distribute all education and outreach materials. Participating classrooms will hold a poster contest, distribute materials to their students, conduct a reusable bag logo contest and provide participating students with a reusable bag. Participating businesses will commit to distributing reusable bags to customers, providing a reusable plastic bag repository for customers, displaying the *Just Bag It!* poster proclaiming them as a participant and describing the plastic bag reduction commitments they are making. The chamber will act as a conduit between the City of Hailey and the businesses to provide information to the businesses and feedback to the city. The chamber will provide reusable bags and brochures to tourists.

Organization Description and Experience

Hailey has long been a steward of the environment. In addition to our formal organization of mayor, city council and city departments, Hailey also has a formal environmental team, called HELP (Hailey Environmental Leadership Program). HELP consists of city staff from various departments and a citizen volunteer, who is also the HELP Chairperson. HELP committee members, under the leadership of the chair, will execute *Just Bag It!* The city's environmental track record includes the following achievements:

- In 1996, Hailey became the first city in the Wood River Valley to enact curbside recycling, mandated by its franchise agreement with the local rubbish collection company. The city continues to support valley-wide recycling efforts.
- In 2003, Hailey passed its Dark Sky Ordinance to reduce outside lighting costs and light pollution, and preserve biological rhythms.
- Beginning in 2004, with the assistance of an EPA STAG Grant, Hailey was the first Wood River Valley city to install water meters, resulting in a water usage drop of almost 25% during the irrigation season. Water rates are set to discourage excessive water use and award those who practice conservation and wise planting. Hailey has partnered with other conservation groups to help educate residents and business owners as to the benefits, beyond the bill, of wise water use
- In February 2007, Hailey became the first valley city to formalize climate protection efforts by founding the Hailey Environmental Leadership Program. The program involves staff members, representatives of a number of environmental organizations and a citizen liaison. In May 2008, the group was named the Wood River Valley Environmental Organization of the Year.
- In February 2007, former Mayor Susan McBryant and the City Council were the first city governing body in the valley to sign the U.S. Mayors Climate Protection Agreement.
- In September 2007, Hailey was the first valley city to join ICLEI Local Governments for Sustainability. The city completed its baseline assessment that same year.
- In October 2007, Hailey entered into a joint agreement with Mountain Rides, the Wood River Valley's public transportation provider, and provides annual funding to support public transportation expansion.



- In the fall of 2008, Hailey became the first Wood River Valley city to adopt a carbon emissions reduction goal: 15% by 2015 in city facilities. Through building efficiencies, digital thermostats and a lighting retrofit, carbon emissions have been reduced by nearly 50 metric tons. With the inclusion of decreased employee commutes, reduced fleet idling and usage, etc., we calculate a total 4% reduction since adoption of the goal.
- In November 2008, the city created the Sustainable Building and Planning Advisory Committee to research and develop recommendations to increase the sustainability of homes and commercial buildings constructed within the city.

Staff Expertise / Qualifications

The proposed Project Manager is **Elizabeth Jeffrey, HELP Chair**. Ms. Jeffrey is experienced in program development, outreach and education for a diverse range of environmental initiatives. Her experience includes coordinating the development of a city-wide composting program; creating programming and curriculum and managing a diversity, outdoor education program; and developing and coordinating a community education program to reduce household carbon footprints and water use. Ms. Jeffrey has a Masters Degree in Educational Leadership and a BS in Elementary and Special Education.

Becky Stokes, City Treasurer, will be responsible for grant administration. She has a BA in Economics/Environmental Studies from Whitman College. With more than 25 years of experience in finance, accounting and bookkeeping, Ms. Stokes will assure efficient and accurate completion of all administrative matters for the project. She will also provide support as needed to successfully complete the project.

Mariel Platt, Hailey City Planner, will provide project support as required. Ms. Platt is a LEED Accredited Professional with an MPA in Environmental and Natural Resource Policy and Administration and a BS in Environmental Science. She is knowledgeable in sustainable code development, sustainable “green” building techniques, and public outreach and education, as well as the full range of community and land use planning topics. She is the city staff liaison to the Sustainable Building and Planning Advisory Committee.

Tracy Anderson, Communications Coordinator, will support design and creation of project publications. Ms. Anderson has more than 20 years of experience in writing, editing and designing brochures, informational materials, manuals, presentations, feature articles, press releases, advertising, newsletters, and general correspondence.

Complete resumes for the team are included at the end of this document.

Estimated Funding by Project Component (EPA Grant Funds Only)

<u>Component 1</u>	<u>Component 2</u>	<u>Component 3</u>
Partnering with Merchants/Grocers	Outreach & Education	Policy Development
\$6,628	\$2,315	\$0

Sustaining the Project Beyond the Grant Period

Hailey plans to use the momentum from the outreach, education and business promotion activities of *Just Bag It!* to establish a long term, permanent policy mechanism to assure reduction, reuse and recycling of plastic bags. Hailey is committed to promoting a plastic bag free day on Earth Day of each year.



B. ENVIRONMENTAL RESULTS – OUTCOMES, OUTPUTS AND PERFORMANCE MEASURES

Quantitative & Qualitative Project Outcomes, including Performance Measurements

The primary long term outcome is the reduction, reuse and recycling of plastic bags. Hailey will work with the two grocery stores to determine a baseline of plastic bags ordered for 2009. At the end of the grant period, we will determine the plastic bag orders for 2010. A secondary outcome is improved exposure and sales for businesses. Hailey will conduct a survey of program partners at the end of the grant period to measure the affect of the program.

Project Outputs

Project outputs are tangible deliverables listed in the project schedule. Copies of minutes, sign in sheets, records of business and classroom participation, etc., will be the measure of success with these items. Another measure will be completing the proposed tasks on time, according to the schedule proposed in this application. Progress reports to EPA will make note of tasks achieved.

C. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

EPA STAG Grant / Assistance Agreement No. XP-97021701-0 / City-Wide Water Meter Installation \$725,850 Grant / \$688,410 City Matching Funds (Admin. by Idaho Dept. of Environmental Quality)

The City of Hailey received an EPA STAG Grant based upon needs identified in several Water Master Plans: 1) RTU/SCADA System Replacement, 2) Purchase of Meters, MXU Units and Vaults. The purchase of meters, MXUs and Vaults has allowed the City of Hailey to implement a metered water system. Hailey anticipated that a reduction of water use in the 20 – 30% range would be achieved, enabling the city to more efficiently meet daily water demands, especially during the summer. Water rates were modified to discourage excessive water use and award those who practice conservation. The installation of water meters has also allowed the Hailey Water Department to notify residents of water leaks on private property, the repair of which contributes additional water savings. **The City of Hailey completed the installation of meters in 2006 and began a metered rate on October 1, 2006. Water usage reductions of 20 – 30% have been achieved over the last two years.** The City of Hailey successfully completed and managed this agreement, as described above, and met all of the reporting requirements, including required progress reports. The final technical report was accepted by IDEQ; final closeout of the project was received on September 8, 2006.

National Park Service / Land & Water Conservation Fund Grant / Woodside Park / #16-00539 \$110,110.84 Grant / \$300,000+ City Matching Funds (Admin. by Idaho Dept. of Parks & Recreation)

This project, located in Hailey's largest subdivision, included developing 8.6 acres of park area. Key project elements are a full-size soccer field, softball/little league baseball field, a basketball court, two restrooms, pavilion and play structure. Hailey's Public Works Department worked with the Hailey Parks & Lands Board in implementing the project. This project is notable in that it preserves valuable green space in the Woodside Subdivision, an area of Hailey that has experienced intense development pressure and is almost completely built out. The City of Hailey successfully completed and managed this agreement, as described above, and met all of the reporting requirements. Successful close-out of the grant occurred in November, 2008.



3. DETAILED BUDGET NARRATIVE

	EPA Grant	Applicant
Personnel		
0.10 FTE Project Manager @ \$7.25/yr (Jeffrey / In-Kind)		1,508
0.03 FTE Grant Administrator/Project Support @ \$55,100.00/yr (Stokes)		1,653
0.02 FTE Project Support @ \$51,615.64/yr (Platt)		1,032
0.02 FTE Publication Support @ \$44,012.80/yr (Anderson)		880
Fringe Benefits		
Grant Administrator/Project Support @ 30% of salary (Stokes)		496
Project Support @ 31% of salary (Platt)		320
Publications Support @ 33% of salary (Anderson)		290
Supplies	100	
Posters (100)	4,800	
Reusable Bags (3,000 @ 1.60)		
Other		
Postage / Bag Free Day Flier, Just Bag It! Brochure	780	
Display Ad in Local Paper / Promotion of Program (1 @ 1,300 and 2 @ 694)	2,688	
Printing of Just Bag It! Brochure	75	
Public Art Contest Award	500	
Total Direct Charges	8,943	6,179
Total Indirect Costs	0	0
Total Cost	8,943	6,179

EPA Grant = 8,943

Applicant = 6,179

Grand Total = 15,122



Elizabeth Jeffrey
415 S. 2nd Ave, Hailey, Idaho 83333

Experience

Coordinator - HELP 2008 January 2008-December 2008
Developed and coordinated a community education program to educate and assist local residents in the day to day changes families can make to reduce their carbon footprint and overuse of water.

CEO Discovery Center Fall 1992-Spring 2003
Created programming and curriculum, raised funding, and ran a diversity, outdoor education program for inner city and suburban intermediate grade classrooms in the Hartford, Conn. area.

Community Compost Coordinator 1981-1982
Coordinated the development of the city wide composting program in New Brighton, Minn., including street side pick up of landscape organics and large scale windrow composting as well as instruction in schools and neighborhoods for backyard composting.

Classroom Teacher 1976- 1985
Teacher in elementary, special education, and English as a Second Language classrooms throughout the metropolitan St. Paul, Minn. area. (excluding '81-'82 school year)

Education

Masters in Educational Leadership University of Connecticut 1995
BS Elementary and Special Education University of Iowa 1976

Present

Chair of Hailey Environmental Leadership Program (HELP)
Citizen Liaison Member of HELP since 2007

Becky Stokes
617 3rd Ave North
Hailey, ID 83333
208.720.2798

Becky.Stokes@HaileyCityHall.org

2005-current

City of Hailey Treasurer (as of Feb 2008, Deputy Clerk/Treasurer prior)
Maintain financial records relating to the city funds and deliver accurate and relevant information to the department heads, Council and Mayor. Established as a personal and professional goal in 2007 increasing environmental awareness and decreasing carbon emissions and related impact. Successfully completed ICLEI baseline and has been instrumental in developing, monitoring and implementing internal sustainability policies.

1995 - 2005

T-Graphics (AKA Typographics) Office Manager/Assistant to Art Director
Duties ranged from time and billing management through tracking design projects and their budgets, communicating with state and national publications, vendors and clients daily. Implemented network time-tracking and billing software, refined billing system, assisted with the marketing, estimating, design, layout and production of projects while encouraging efficiencies and environmental friendly purchasing and waste management

1993-1995

J W Welch Trading Company Office Manager/Assistant to Mr. Welch
Managed all bookkeeping and most accounting needs of the trading company, Mr. Welch's personal affairs and those of his other businesses. Trading activity of the two commodity traders was tracked on extensively linked Excel spreadsheets, featuring direct data links with Knight Ridder Financial Services for live contract prices.

1988-1990

Dembergh Construction Office Manager/Controller
Performed all aspects of bookkeeping and tracking for specific construction projects, including payroll and related reporting, project costing, estimating and variance tracking, accounts receivable, payable and general ledger. Computerized and streamlined many functions of bookkeeping and communications.

1984 - 1987

The Elephant's Perch Office and Business Manager
Responsibilities ranged from daily reports through preparing monthly general ledgers,

Mariel Platt

PO BOX 301, Hailey, ID 83333, marieplatt@hotmail.com, Phone (208) 841-4705

SKILLS AND KNOWLEDGE

- Technical writing, research, and data analysis
- Planning theory and the public process
- Sustainable code development
- Sustainable "green" building techniques
- Management and training of personnel
- Working with the regulated public
- Database management
- Contract management
- Public outreach and education
- Facility inspections
- Federal environmental policies
- Water and soil sampling
- Field investigation
- Water quality monitoring
- Excellent verbal and written communication skills
- Application of GIS and remote sensing to various environmental projects

SOFTWARE SKILLS

- Proficient in Microsoft Office Suite
- ArcGIS Desktop 9
- ERDAS Imagine 8.7 (remote sensing software)
- SPSS 14.0 (statistical analysis software)
- Adobe Contribute CS3 (website publisher)

EDUCATION & CREDENTIALS

LEED AP Obtained 2009
(Leadership in Environmental and Energy Design - Accredited Professional)

MASTER OF PUBLIC ADMINISTRATION (MPA) Obtained 2007
Environmental and Natural Resource Policy and Administration
Boise State University, Boise, ID

- *Graduate Residential Scholars Program Recipient-06/07*
- *Department of Public Policy and Administration Scholarship Recipient -05/06*
- *Member of Pi Alpha Alpha Honor Society*

GRADUATE CERTIFICATE Obtained 2006
Geospatial Information Analysis
Boise State University, Boise, ID

BACHELOR OF SCIENCE DEGREE Obtained 2005
Major in Environmental Science
University of Oregon, Eugene, OR

EXPERIENCE

City of Hailey, Planning and Zoning Department, Hailey, Idaho 10/2007-present
Planner

- Act as supporting staff to Sustainable Building Committee and Planning and Zoning Commission
- Chairperson for Hailey's Environmental Leadership Program
- Manage numerous applications and planning projects
- Enforce City's zoning ordinance

- Write and present reports to the Planning and Zoning Commission and City Council
- Develop and implement development ordinances
- Collaborate with various governmental and non-governmental organizations
- Comply with Idaho's Land Use Planning Act
- Organize and conduct stakeholder workshops and charettes
- Participate in short-term and long range planning at the City level

Environmental Finance Center (EFC), Boise State University, Boise, ID 9/2005 – 9/2007

Graduate Assistant

- Managed funding database
- Developed quarterly newsletter for the EFC's website
- Performed policy research
- Prepared for environmental finance workshops
- Located funding resources for the regulated community
- Managed and train student interns
- Worked on numerous contracts to ensure deadlines are met and quality services are provided
- Promoted the EFC's tools and educate the public and government representatives on their use

Idaho Department of Environmental Quality State Office, Boise, ID Summer 2006

Water Quality Division

Environmental Technician

- Developed and implemented lake water quality monitoring protocol using remote sensing techniques and a GIS
- Researched remote sensing methodology and its application in water quality monitoring at other state agencies
- Created a detailed report on my findings, recommendations, and the usefulness of remote sensing techniques for lake water quality monitoring in Idaho
- Assisted in the supervision and training of other environmental technicians on river monitoring protocol

City of Boise, Public Works, Boise, ID 5/2005 – 9/2005

Water Quality Division

Water Quality Inspector

- Inspected industrial and commercial businesses' wastewater and storm water discharge practices
- Educated minor industrial users and business owners of federal regulations, city ordinances, and BMPs pertaining to storm water and wastewater
- Performed regulatory procedures to obtain compliance from users
- Wrote inspection reports and tracked pending users to ensure compliance
- Participated in frequent public outreach and promotion for clean groundwater campaign

REMAP (Regional Environmental Monitoring Assessment Program), Boise, ID 7/2004 – 10/2004

Idaho DEQ State Office

Environmental Technician

- Collected samples of water, periphyton, phytoplankton, fish tissue, fish vouchers, macroinvertebrates, and measured physical habitat (qualitative and quantitative) on large rivers
- Gathered GIS data using GPS units
- Shipped biological and chemical samples daily
- Completed forms and weekly reports
- Coordinated logistics for multiple day field excursions in Salmon Bioregion
- Used aerial photos, topographic maps, and GIS information to determine land use

Tracy Anderson

City of Hailey, 115 Main St. S, Ste. H, Hailey, ID 83333

Phone: 788-4221, ext. 26

tracy.anderson@haileycityhall.org

Relevant Experience

- **Communications Coordinator / Public Art Coordinator / Deputy Clerk, City of Hailey
October 2004 - Present**

Communications Coordinator responsibilities include strategic planning, identifying and pursuing opportunities to strengthen the city's image and increase public involvement, writing and editing brochures and program information documents, writing press releases, editing and improving the website, creating a city Intranet site, authoring the monthly city newsletter, and creating unified documents and identity pieces.

Responsibilities as Public Art Coordinator are outlined in the city's *Public Art Guidelines*, and involve coordination of the public art program, and working with the Hailey Arts Commission and city departments.

- **Business Development Coordinator, Power Engineers, Inc.
Fall 1994 to Fall 2003**

Responsible for organizing, planning, writing and coordinating proposals to prospective clients. Projects ranged in value from \$50,000 to several million dollars in a wide variety of engineering disciplines. Worked with small teams of people in multiple offices to produce high-quality proposals under tight deadlines. Computer skills involved in this role included high volume use of e-mail for communication as well as routing of attachments; Internet and Intranet, word processing, desktop publishing and other computer programs.

Public relations responsibilities included planning and coordinating tradeshow exhibits, special events and presentations; coordinating photo shoots, writing and editing feature articles, writing press releases, writing web site content, and writing and layout of advertisements and brochures.

Involved in identifying potential new clients, making introductory contacts, planning marketing trips and scheduling appointments for Senior Project Managers/Engineers. Periodically accompanied Senior Project Managers/Engineers on marketing calls.

Additional responsibilities included file management (both electronic and hard copy), composing and updating the business development procedures manual, writing business letters, qualifications documents and other marketing materials. Also edited the written work of colleagues, including Project Managers, Engineers and fellow Department Members. Developed the electronic file management system for all of Power's marketing documents.

Strengths and challenges in this role included self-initiation of projects, developing strong oral and written communication skills, having a necessary attention to detail, an ability to produce high-quality work under relentless pressure, organizing projects among multiple offices and demanding team members; and translating complex topics into plain English.

- **Web Site Editor, Power Engineers, Inc.**
1999-2000

Web Site Editor for two years, leading the effort to develop the Power Engineers web site, which was launched in the fall of 1999.

Developed the design concept and theme of the site, and led a diverse group of team members to agreement on implementation of the concept. Wrote a large portion of the text, and edited all text for continuity of theme and presentation, and readability.

Worked closely with a consultant to provide programming for the site, and directed them in achieving a product that reflects Power's culture and capabilities.

- **Manager of Business Development, Power Engineers, Inc.**
Spring 1991 to Fall 1994

Managed Power's Business Development Group for more than three years. The group began with about six people, grew to 12 people, and then was reduced in size due to company restructuring. Through these ups and downs, administrative responsibilities included hiring, terminations, training, employee evaluations, and providing overall direction and guidance. Leadership responsibilities were to help people live up to their potential, be a positive role model, and encourage, support and/or implement new ideas.

Management and Leadership Training

- The Excellence Series
- Managing the Customer Satisfaction Process
- The Effective Facilitator
- Essentials of Effective Management
- Numerous writing, publishing, and document design workshops.

Education

- High School Graduate, 1977
- Various college and personal enrichment courses. Among others, English Composition, Fiction Writing and First Aid/CPR.

Opportunity Title:	Recovery Act Local Energy Assurance Planning (LEAP) Ini
Offering Agency:	National Energy Technology Laboratory
CFDA Number:	81.122
CFDA Description:	Electricity Delivery and Energy Reliability, Research,
Opportunity Number:	DE-FOA-0000098
Competition ID:	
Opportunity Open Date:	07/20/2009
Opportunity Close Date:	10/08/2009
Agency Contact:	Diane Franklin Contract Specialist E-mail: Diane.Franklin@netl.doe.gov Phone: 304-285-4609

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents

Move Form to Complete

Move Form to Delete

Mandatory Documents for Submission

Application for Federal Assistance (SF-424)
Other Attachments Form
Project/Performance Site Location(s)

Optional Documents

Disclosure of Lobbying Activities (SF-LLL)

Move Form to Submission List

Move Form to Delete

Optional Documents for Submission

Instructions

- 1** Enter a name for the application in the Application Filing Name field.

 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
 - 2** Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
 - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
 - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
 - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- Click the "Save & Submit" button to submit your application to Grants.gov.
- Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
 - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
 - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
 - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
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* 3. Date Received: Completed by Grants.gov upon submission.	4. Applicant Identifier: _____
---	-----------------------------------

5a. Federal Entity Identifier: _____	* 5b. Federal Award Identifier: _____
---	--

State Use Only:

6. Date Received by State: _____	7. State Application Identifier: _____
----------------------------------	--

8. APPLICANT INFORMATION:

* a. Legal Name: City of Hailey	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 82-6000201	* c. Organizational DUNS: 169191517

d. Address:

* Street1: 115 Main St. S, Suite H
Street2: _____
* City: Hailey
County: _____
* State: ID: Idaho
Province: _____
* Country: USA: UNITED STATES
* Zip / Postal Code: 83333-8408

e. Organizational Unit:

Department Name: _____	Division Name: _____
------------------------	----------------------

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: _____	* First Name: Tom
Middle Name: _____	
* Last Name: Hellen	
Suffix: _____	
Title: Public Works Director	
Organizational Affiliation: _____	
* Telephone Number: 208-788-4221 ext. 14	Fax Number: 208-788-2924
* Email: tom.hellen@haileycityhall.org	

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

National Energy Technology Laboratory

11. Catalog of Federal Domestic Assistance Number:

81.122

CFDA Title:

Electricity Delivery and Energy Reliability, Research, Development and Analysis

* 12. Funding Opportunity Number:

DE-FOA-0000098

* Title:

Recovery Act Local Energy Assurance Planning (LEAP) Initiative

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

* 15. Descriptive Title of Applicant's Project:

City of Hailey Local Energy Assurance Plan

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="83,202.00"/>
* b. Applicant	<input type="text" value="81,765.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="7,500.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="172,467.00"/>

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

- Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

Other Attachment File(s)

* Mandatory Other Attachment Filename:

Add Mandatory Other Attachment

Delete Mandatory Other Attachment

View Mandatory Other Attachment

To add more "Other Attachment" attachments, please use the attachment buttons below.

Add Optional Other Attachment

Delete Optional Other Attachment

View Optional Other Attachment

Project/Performance Site Location(s)

Project/Performance Site Primary Location I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

* Street1:

Street2:

* City: County:

* State:

Province:

* Country:

* ZIP / Postal Code: * Project/ Performance Site Congressional District:

Project/Performance Site Location 1 I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

* Street1:

Street2:

* City: County:

* State:

Province:

* Country:

* ZIP / Postal Code: * Project/ Performance Site Congressional District:

PROJECT NARRATIVE

PROJECT OBJECTIVES

1. Strengthen and expand Hailey's energy assurance planning and resiliency
2. Reduce the impacts from energy supply disruptions
3. Create jobs and save jobs in energy assurance planning at the city level
4. Create a new Hailey Energy Assurance Plan that integrates with Hailey's Emergency Operations Plan draft, Blaine County's All Hazards Mitigation Plan and the State of Idaho's Energy Plan
5. Collaborate with stakeholders throughout the planning process, including local utilities, Blaine County, the Local Emergency Planning Committee, the Idaho Homeland Security Office, and the Idaho Office of Energy Resources
6. Create an energy assurance plan that is easily and readily utilized by building in realistic timeline and finance elements, education and ongoing training activities, and an annual plan review and update; assure the plan is comprehensible
7. Include in the plan the incorporation of new technologies and renewable energy into the city's and region's energy supply, including exploration of geothermal, hydro and solar technologies
8. Share lessons learned and best practices with other local governments

STATEMENT OF NEED

Hailey is a rapidly growing city of nearly 10,000 people located in Blaine County, Idaho, 11 miles south of the Sun Valley Ski Resort. The county population is about 22,000. The predominant energy sources are electricity and natural gas. To a minor degree, these sources are supplemented by propane, heating oil and small hydro.

Hailey does not currently have an Energy Assurance Plan, or the manpower and expertise to create one, and proposes to fulfill both of these needs under this grant project. Prior to the current economic downturn, Hailey had both a full time Public Works Director and City Engineer. Those positions have been merged into one, reducing our staff in this key area to one position. This grant would allow Hailey to return to necessary staffing levels on a permanent basis, while also allowing us to complete, maintain and implement the Energy Assurance Plan.

The City of Hailey has a draft Emergency Operations Plan, and worked with Blaine County on the recently adopted countywide All Hazards Mitigation Plan. Creating a new Energy Assurance Plan would enable Hailey to identify and eliminate gaps in the Emergency Operations Plan and the All Hazards Mitigation Plan, and would lead to the prioritization of needed projects. For example, the draft Emergency Operations Plan designates Hailey City Hall as the Emergency



Operations Center in an emergency (such as an extended power outage), yet there is no plan for assuring Hailey City Hall will have the power it needs to operate for at least 72 hours. This plan would be updated and adopted as part of Hailey's project.

While numerous Hailey personnel – both emergency service and other personnel – have undergone emergency response training, Hailey does not have an ongoing internal training program related to energy assurance issues. The city also has numerous staff members with Incident Command System training, with our Fire Chief having completed all of the training under this system. Creating a new Energy Assurance Plan will allow Hailey to develop a systematic and ongoing training program.

Idaho Power Company is the provider of electricity to our county. They are in the planning process to build redundancy into their system here. There are currently two transmission lines coming into Hailey, but continuing northward to the City of Ketchum there is only one transmission line. Idaho Power wants to build a third line coming into Hailey and a second line running to Ketchum. In a power supply emergency situation, Hailey will bear the brunt of the impact, since Ketchum could potentially be left with no power for any number of days, forcing that population to come into our city for shelter – we have the best chance of power and the informal sheltering facilities. Hailey is working closely with Idaho Power on this issue, and understands that acquiring easements for the new lines, which would be sited along the Idaho Transportation Department right of way on Highway 75, will be at least a five year process.

Intermountain Gas is the provider of natural gas to our county. Hailey understands that while a plentiful gas supply exists, the infrastructure to deliver that energy source is nearing its capacity. This adds to the need for an effective and thorough Energy Assurance Plan, particularly since so many households rely on natural gas for heat, and the high likelihood that an extended outage would occur in winter, when the average temperature in January is 8 degrees Fahrenheit.

In a town like Hailey, where the majority of businesses are small businesses, an extended disruption of the energy supply system could have a severe economic impact. These small businesses don't have a network of stores that can help offset the losses that could be incurred. There would also be the impact of lost wages for employees of these businesses. An Energy Assurance Plan will minimize the economic impact by assuring the most orderly and timely restoration of service and by planning or encouraging alternative energy supplies for businesses.

The most likely disaster threats to occur in Hailey are floods, avalanches, earthquakes (Seismic Zone D1), extreme weather and wildland fires. A recent wildland fire, the Castle Rock Fire, damaged an area in excess of 40,000 acres and emphasizes the vulnerability of a high desert area to wildfires. A power outage from such an event could entail the same reliance on Hailey by Ketchum area residents as noted above. This is just one example that defines the need for an Energy Assurance Plan at the local level.

There is an urgent need countywide to increase awareness and knowledge of the future of energy and energy assurance planning principles. Idaho residents have enjoyed some of the least expensive energy costs in the country for many, many years. With the myriad changes afoot in the energy landscape, those days are coming to a close. Hailey's efforts and results under this grant project will be an example of leadership on energy planning at the local level. Hailey is already recognized as a leader on sustainability and environmental issues, with a number of



initiatives either completed or in progress, including an initiative focused on energy efficient building. This grant would allow Hailey to develop both the knowledge and the tool to enable the city to make informed, sustainable energy choices.

There is also a great need to integrate the new Energy Assurance Plan with the State of Idaho's Energy Plan, to begin, enhance or improve interagency and private sector coordination, and to assess and incorporate new and emerging technologies and renewable energy as essential elements of the completed plan.

TECHNICAL DISCUSSION

Technical Approach/Strategy

Project Management

Hailey's project management approach begins with effective staffing. The plan involves hiring an Energy Emergency Assurance Coordinator (EEAC) who would act as the overall Project Manager responsible for developing the Energy Assurance Plan. The EEAC will have assigned administrative support in the areas of budget and schedule tracking and meeting the reporting requirements under the grant. In addition, project oversight and guidance will be provided from two staff positions: the City Administrator and the Public Works Director.

Hailey anticipates using a set of existing tools to manage the data required for effective project management: Microsoft Project, Excel and Caselle (the city's internal accounting and administration software). As required under this grant project, Hailey will submit a detailed Project Management Plan within 45 days of award. The plan will follow the template provided in the grant application materials. An overview of the key elements to be fully addressed in the PM Plan can be found below.

Once the project commences and the PM Plan is complete and accepted by DOE/NETL, Hailey will use the PM Plan as the basis for both managing the project and reporting progress on the project. The narrative progress reports required under the grant will use the PM Plan as a point of reference for gauging schedule and cost status, and assessing progress against stated goals and objectives.

Risk Management:

Hailey currently anticipates the following issues and strategies (and may identify additional issues and strategies in the PM Plan) that could impede project progress:

Issue	Strategy
1. Timely search for, and employment of, qualified Energy Emergency Assurance Coordinator (EEAC).	Seek applicants prior to grant award to move quickly into interviews and hiring if needed.
2. EEAC is a shared position; may be impacted by other city priorities.	Priority to this project in annual performance review.



3. Coordination with numerous internal personnel, private sector entities and other government agencies could create bottleneck.	Work through Local Emergency Planning Committee (LEPC) for coordination; use PW Director's personal contacts for coordination
4. City Budget Priorities	Incorporation into City's CIP

Milestone Log:

Hailey will create a milestone log, and the milestones will be shown on the project schedule (using Microsoft Project). To date, we have identified the following milestones:

Title: Hire EEAC

Planned Date: 7/01/2010

Verification Method: Employee on payroll

Title: Project Kick-Off Meeting

Planned Date: 7/15/2010

Verification Method: Meeting Minutes

Title: Project Management Plan Submitted

Planned Date: 8/15/2010

Verification Method: Plan Received by DOE/NETL

Title: Introduction to Hailey City Council and City Management Team of What the EAP Will Achieve and How the Process Will Unfold

Planned Date: 9/01/2010

Verification Method: Meeting Minutes

Title: Basic EA Education Sessions Commence

Planned Date: 9/15/2010

Verification Method: Sign In Sheet

Title: Data Gathering Meeting with Idaho Office of Energy Resources and Idaho Department of Homeland Security

Planned Date: 10/01/2010

Verification Method: Meeting Minutes

Title: City Council Approval of Facility Analysis in its Entirety, including a Strategic Investment Plan

Planned Date: 4/01/2011

Verification Method: Meeting Minutes including CIP approval

Title: Stakeholder Review and Approval of Draft EAP

Planned Date: 10/01/2011

Verification Method: Meeting Minutes

Title: City Management Team Review and Approval of Draft EAP

Planned Date: 11/01/2011

Verification Method: Meeting Minutes



Title: City Council Review and Approval of Draft EAP
Planned Date: 12/01/2011
Verification Method: Meeting Minutes

Title: Presentation to Other Local Governments
Planned Date: 02/01/2012
Verification Method: Sign In Sheet

Title: Progress and Final Reports to DOE/NETL
Planned Date: 10/31/10, 1/31/11, 4/30/11, 7/31/11, 10/31/11, 1/31/12, 3/31/12 (Final)
Verification Method: Reports Completed, Sent and Received by DOE/NETL

Funding and Costing Profile:

Please refer to SF 424A included in this application package.

Project Timeline:

Hailey will create a detailed project schedule, which at a minimum will include the tasks and subtasks described in the Statement of Project Objectives. Microsoft Project will be used to create the schedule. An updated schedule will be submitted with project progress reports, as necessary.

Success Criteria:

Hailey's PM Plan will document the outputs and resulting benefits the grant project will have on the city. These outputs include, but are not limited to, one new EA Plan created, one new job created within the city government, eight energy assurance planning tasks completed, three personnel training sessions/checklists developed and delivered, resulting in approximately 12 people trained in energy emergency and backup system procedures, one Basic EA Awareness Education Session developed and delivered, one existing Emergency Operations Plan updated and adopted, one presentation to other local governments developed and delivered, all required reports submitted to DOE/NETL on time, and all project milestones met. The public benefits of this project are broad, and include 1) a city better prepared for the energy landscape of tomorrow, 2) improved preparedness, continuity of operations and response in an emergency or during an energy disruption event, 3) increased knowledge of city officials and staff on the full spectrum of energy assurance planning issues, 4) a better informed public on energy assurance planning issues, 5) increased knowledge of alternative energy sources for future planning.

Plan Development

Hailey's planning process will follow the Public Technology Institute's Local Government Energy Assurance Guidelines, Appendix B, tailored to fit the City of Hailey's particular circumstances with regard to facilities, fuel supply and personnel.

Upon project award, Hailey's first step will be hiring the new EEAC. Internal project organization tasks will be completed, such as holding an internal organization meeting and submitting the detailed PM Plan to DOE/NETL. The next step will be introducing the Hailey City Council to the approach and timeline for developing the EAP. This will be followed by development of a Basic Energy Assurance Awareness Education Session and delivery of that session to a targeted audience that includes city staff, elected officials, project stakeholders and the general public.



A key step in this early stage will be meeting with the Idaho Office of Energy Resources and the Idaho Department of Homeland Security to gather data and define upcoming project planning coordination points.

These early tasks comprise roughly the first eight weeks of the project.

FACILITY ANALYSIS

The first step in facility analysis will be a meeting with project stakeholder representatives, including Idaho Power, Intermountain Gas, Blaine County, Blaine County School District and the Local Emergency Planning Committee to list potential facilities and assign review tasks. A checklist of necessary information, using Appendix B guidelines, will be compiled prior to the meeting and distributed for review. The schedule for completion of the Facility Analysis portion of the EA will be communicated. Follow-up meetings will be held as necessary to assure progress towards the target completion date. As part of the Facility Analysis, Hailey will identify opportunities to use alternative energy sources as well as standard sources, and will also identify opportunities to incorporate Smart Grid technology. The Facility Analysis, including a Strategic Investment Plan, will be submitted to the Hailey City Council by April 1, 2011. Due to the intensity and complexity of definition, coordination, reviews, revisions and approvals, Hailey has allowed approximately six months for this task.

FUEL SUPPLY

The fuel supply task involves identifying fuel sources, fuel storage locations, fuel delivery routes, dispensing operations, and the required fuel reserve supply and initiating contracts with suppliers. Hailey will work with fuel suppliers to identify fuel storage locations and additional storage needs, and to identify fuel delivery routes. This task also includes a review of UPS capability and back up energy technologies and how these apply to the prioritized facilities identified in the Facility Analysis. Developing contracts with fuel suppliers for priority delivery is a key component of this task. Hailey has scheduled approximately three months for completion of the Fuel Supply task.

PERSONNEL TRAINING & EDUCATION

A plan detailing responsibilities and necessary training for city personnel will be developed as a part of this task. Personnel training will include routine generator testing, fuel supply priority plan, and fuel supplier interface protocol. Personnel will also be trained on the Facility Consolidation Plan and the Communications Plan. In addition to personnel-specific training, Hailey, in conjunction with project stakeholders, will develop and conduct a tabletop training exercise using an energy emergency scenario. The tabletop training exercise will include all facility owners and emergency personnel. Hailey will utilize the knowledge of its Fire Chief, who is fully trained in the Incident Command System and capable of teaching the same, to assure an effective training exercise. Hailey will work with the countywide Local Emergency Planning Committee to assure participation. Hailey anticipates approximately two months to complete the planning and training development portion of this task.

ENERGY EMERGENCY OPERATIONS

This task will undertake developing a plan for consolidating city operations and maintaining communications in an energy emergency. This step will also include developing both an internal



and external communications plan, which will be added as an update to Hailey's existing Emergency Operations Plan. Addressing communication needs with project stakeholders is an important element of this task. Hailey anticipates approximately one month for task completion.

FINAL ENERGY ASSURANCE PLAN

The final draft of the Energy Assurance Plan will be reviewed by project stakeholders, the city management team, and the Hailey City Council, with time allowed for comments and incorporating necessary revisions from each entity separately – stakeholders first, management team second, city council third. This review, revision and approval process should take approximately three months.

OUTREACH ACTIVITIES

A project web page will be developed early on in the project. Quarterly newsletter updates on the project, a pamphlet and a presentation to other local governments comprise the outreach activities under this grant project. These activities are spread throughout the project schedule, with the presentation to other local governments as the final activity (other than the final report to DOE/NETL) of the project.

Workforce Development Plan

Hailey's Workforce Development Plan begins with hiring an Energy Emergency Assurance Coordinator (EEAC). The EEAC would act as the overall Project Manager responsible for developing and maintaining the Energy Assurance Plan (EAP). As mentioned previously, prior to the current economic downturn, Hailey had both a full time Public Works Director and City Engineer. Those positions have been merged into one, reducing our staff in this key area to one position. Hiring an EEAC to act as the Project Manager would allow Hailey to return to necessary staffing levels on a permanent basis. The position will be a shared position, having additional engineering and project duties in the Public Works Department, assuring a permanent workload for this individual beyond the grant period. The position will also continue to be permanently responsible for energy assurance planning and implementation activities.

The completed EAP will be reviewed and updated on an annual basis. The Energy Assurance Plan will include training activities for personnel in various departments that would play a role in responding to an energy emergency. At a minimum, personnel from Hailey Fire, Hailey Police and Public Works departments would be involved in training activities. The plan will address ongoing training requirements for personnel, as well.

The process of creating the plan will also develop expertise in energy assurance planning because the EEAC will not create the plan in a vacuum. The EEAC will be working under the guidance of the City Administrator and the Public Works Director, and will work closely with Hailey Fire, Hailey Police and Public Works personnel in developing the plan. Everyone involved learns about energy assurance planning through this process. In addition, Hailey has built into the project schedule key milestones for City Council review and approval, which is another opportunity for education and information sharing in a public venue.



Hailey will develop a Basic Energy Assurance Awareness education session to increase the level of expertise of its elected officials, management team and staff. The session will be available to all project stakeholders and the general public, as well.

The role of the EEAC is planned as a part time role through the 18-month grant project period. Hailey will utilize this employee for other tasks in the Public Works Department in order to add one full-time job as a result of this grant. Retaining the EEAC as a full-time staff member beyond the grant period, and assigning the EEAC role to this individual on a permanent basis, assures successful implementation of the Energy Assurance Plan, and provides a mechanism for ongoing reviews and revisions, ongoing education and training, and implementation of identified projects associated with carrying out the plan.

Energy Assurance Plan Implementation Activities

TASK 1 PROJECT MANAGEMENT

Subtask 1.1 Kick-Off Meeting

Hold a project kick-off meeting with key internal staff, including the newly hired EEAC/Project Manager, Public Works Director, City Administrator and assigned administrative support staff.

1.2 Project Management Plan

Develop and submit a detailed Project Management Plan within 45 days of grant award, using the template provided in the grant application materials. Address risk management, milestones, budget, schedule and success criteria.

1.3 Project Management Training

Attend a three-day Project Management Training session to enhance skills and assure a successful project outcome.

1.4 Project Meetings

Hold monthly team project meetings to keep the project on track. Include the EEAC/Project Manager, Public Works Director, City Administrator and assigned administrative support staff. Involve local utilities, Blaine County, the Local Emergency Planning Committee, the Idaho Homeland Security Office and the Idaho Office of Energy Resources in meetings, as appropriate, to share information and develop the overall plan.

Prior to commencing planning activities, hold an initial meeting with the Idaho Office of Energy Resources and the Idaho Homeland Security Office.

1.5 Reporting

Provide quarterly progress and financial reports and a final progress and financial report to DOE/NETL. Submit an updated Project Management Plan on a quarterly basis. Provide the Property Certification as part of closeout reporting. Assure completion and timely filing of required ARRA reports.



Deliverables

- Project Management Plan (Updated Quarterly)
- Meeting Minutes
- Progress and Financial Reports (Quarterly and Final)
- Property Certification (Final)
- ARRA Reports
- Completion of PM Training Course

TASK 2 WORKFORCE DEVELOPMENT PLAN

Subtask 2.1 Hire Energy Emergency Assurance Coordinator

Hire a new Energy Emergency Assurance Coordinator (EEAC) to act as the Project Manager responsible for developing and maintaining the Energy Assurance Plan. Review, update and submit the Workforce Development Plan to DOE/NETL on a quarterly basis. Review and update the completed EAP on an annual basis.

2.2 Develop Basic EA Awareness Education Session and Target Audience List

Develop an educational presentation to cultivate understanding and knowledge of energy assurance planning and resiliency issues. Create a target audience list, including but not limited to, Hailey city staff, Hailey elected officials, project stakeholders and the general public.

2.3 Develop Basic EA Awareness Education Schedule

Develop a delivery schedule for the Basic EA Awareness education sessions.

2.4 City Council, Management Team and Project Stakeholder Updates

Introduce the approach and timeline for developing the EAP in a City Council meeting and in a City Management Team meeting. Provide routine updates to the City Council, the City Management Team and project stakeholders on the current status of the EAP project.

Deliverables

- One New Employee (EEAC)
- Quarterly Workforce Development Plan Updates
- Basic Energy Assurance Awareness Educational Presentation
- Target Audience List
- City Council, City Management Team and Project Stakeholder Updates



TASK 3 EAP / FACILITY ANALYSIS

Subtask 3.1 Facility Inventory

Develop a list of buildings of sufficient size to be considered for providing shelter and maintaining city services. Identify the owners of the facilities and arrange meetings to discuss the possible use of these facilities.

3.2 Prioritize Facilities

Review both the structural integrity and available amenities of the identified facilities with the owners. Determine the suitability of each facility for both shelter and maintaining city services. Develop a priority list of these facilities noting their possible uses and adaptability to an emergency.

3.3 Energy Source and Demand Calculations

Determine the primary source of energy for each facility and determine if back-up energy sources are available. Calculate the energy demand required to maintain the minimum of amenities for proper functioning of the building. This will include methods of reducing the energy demand by using both low-cost and no-cost alternatives.

3.4 Energy Shortfalls and Opportunities

Use the determined energy shortfall for facilities to plan for the addition of back-up energy supplies. Identify opportunities to use alternative energy sources as well as standards such as diesel generators. Identify opportunities to incorporate Smart Grid technology.

3.5 Strategic Investment Plan

Develop a strategy for investing in both existing and alternative energy sources for each facility using the prioritization list developed in Subtask 3.1.

Deliverables

- Critical Facilities Inventory
- Critical Facility Energy Demand, Reduction Options and Back Up Systems
- Strategic Investment Plan

TASK 4 EAP / FUEL SUPPLY

Subtask 4.1 Fuel Storage and Routes

Work with fuel suppliers to determine the existing fuel storage facilities, as well as any additional storage needed for city purposes. Determine the routes needed for fuel trucks to deliver needed supplies and prioritize clearing these routes, especially during snow events.

4.2 UPS Capability

Review existing uninterruptible power supplies for city functions including communications and computers.



4.3 Back Up Energy Technology

Review the available back up energy technologies and determine the applicability to the prioritized facilities.

4.4 Emergency Fuel Supply Plan

Develop contracts with fuel suppliers for priority delivery for needed city functions.

Deliverables

- Fuel Storage and Replenishment Plan
- UPS and Back Up System Recommendations
- Emergency Fuel Supply Plan

TASK 5 EAP / PERSONNEL TRAINING AND EDUCATION

Subtask 5.1 Personnel Training and Education

Provide a training session with the installation of any new energy back up technologies for appropriate department personnel. Develop three checklists – and post prominently – outlining responses to energy emergencies, including necessary outside contacts and fuel procedures. Develop and deliver personnel training on the Facility Consolidation Plan and the Communications Plan.

5.2 Tabletop Training Exercise

Develop and conduct a tabletop training exercise using an energy emergency scenario. Include project stakeholders in development of the training exercise. Include city personnel, facility owners, emergency personnel and project stakeholders in the training session. Work with the countywide Local Emergency Planning Committee to assure participation.

Deliverables

- Routine Generator Testing Checklist
- Fuel Supply Priority Checklist
- Supplier Interface Protocol Checklist
- Tabletop Training Exercise

TASK 6 EAP / ENERGY EMERGENCY OPERATIONS

Subtask 6.1 Facility Consolidation Plan

Using the facility priority list develop a plan for consolidated city operations and maintaining communications. Determine an outline of needed personnel and work locations to minimize the facilities needed to conduct necessary city functions.



6.2 Communications Plan

Develop both an internal and external communication plan to be included in the city's Emergency Operations Plan. Include communication needs with the local utilities, fuel suppliers and other project stakeholders.

6.3 Emergency Operations Plan

Update and adopt the city's Emergency Operations Plan to include the energy assurance plan.

Deliverables

- Facility Consolidation Plan
- Communications Plan
- Updated and Adopted Hailey Emergency Operations Plan

TASK 7 FINAL ENERGY ASSURANCE PLAN

Subtask 7.1 Final Plan Draft

Create a final draft of the EAP, including all components defined in this scope of work.

7.2 Project Stakeholder Review

Distribute the draft to local utilities, Blaine County, the Local Emergency Planning Committee, the Idaho Homeland Security Office and the Idaho Office of Energy Resources for review, discussion, comments and approval. Revise the draft as necessary based on this review.

7.3 City Management Team Review and Approval

Distribute the revised draft to the City Management Team for review, discussion, comments and approval. Revise this draft as necessary based on this review.

7.4 City Council Review and Approval

Present the final draft EAP to the City Council for review, discussion, comments and approval. Revise this draft as necessary, with one additional presentation to the City Council as required.

Deliverables

- Final Energy Assurance Plan



TASK 8 OUTREACH ACTIVITIES

Subtask 8.1 Project Web Page

Create a project web page. Post project information and update regularly to show progress. Include the scope of work, information on public education sessions, meeting times and minutes, and other project information, as appropriate.

8.2 City Newsletter Updates

Write quarterly update articles for the city newsletter. Post articles on project web page.

8.3 Utility Bill Mailer

Prepare a pamphlet describing key components of Hailey's completed EAP. Describe the benefits of the EAP. Mail the pamphlet with the Hailey utility bill.

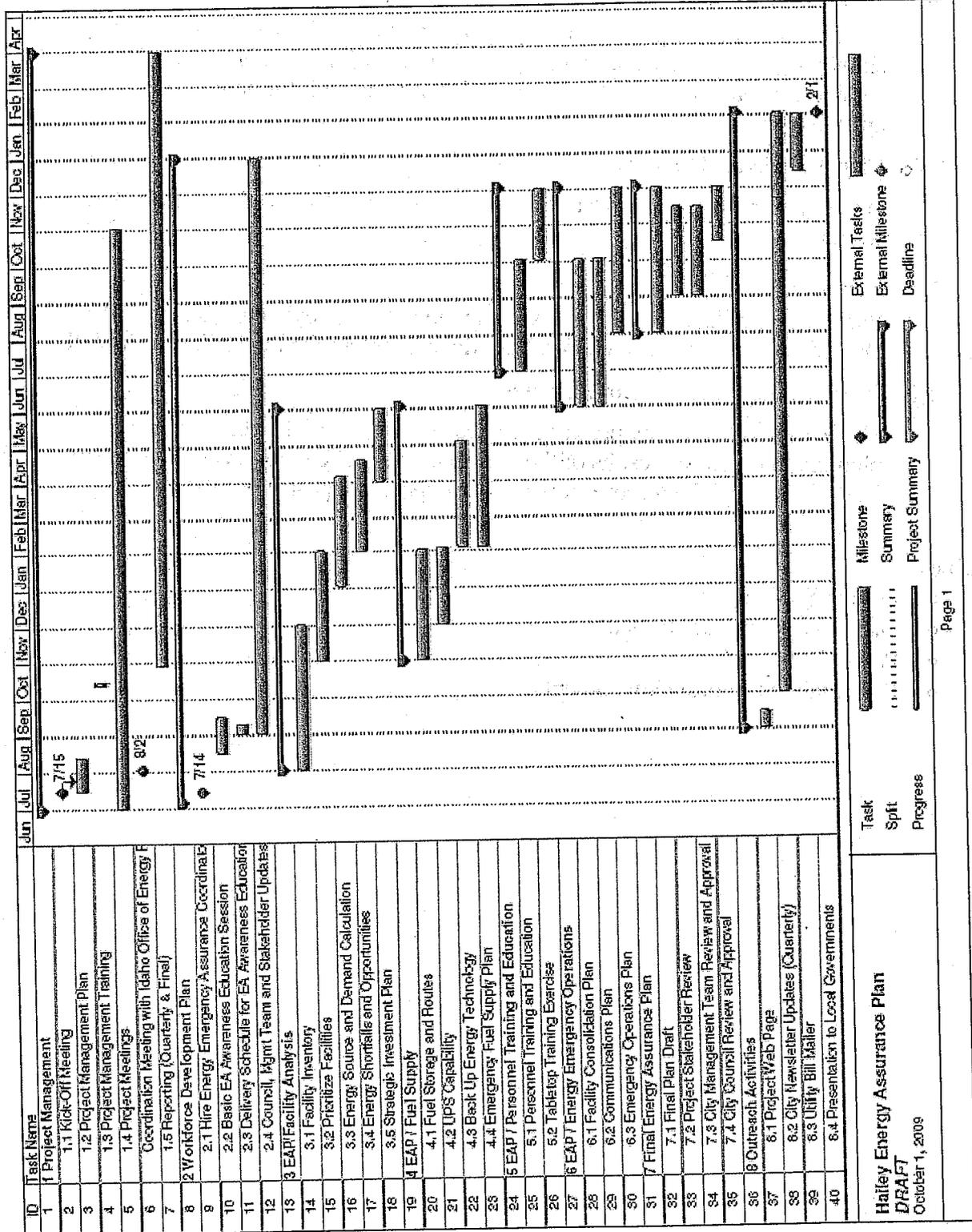
8.4 Presentation to Local Governments

Share lessons learned by preparing a presentation describing the purpose, planning process and results of the EAP project. Invite other local government leaders to attend the presentation and participate in a post-presentation discussion.

Deliverables

- Project Web Page
- Quarterly Newsletter Updates
- Pamphlet
- Presentation to Local Governments





Hailey Energy Assurance Plan
DRAFT
 October 1, 2009

Task Split Progress

Milestone Summary Project Summary

External Tasks External Milestones Deadline



PROJECT SUMMARY

Applicant: City of Hailey, Idaho

Project Contact: Tom Hellen

Project Title: City of Hailey Local Energy Assurance Plan

Project Objectives:

1. Strengthen and expand Hailey's energy assurance planning and resiliency
2. Reduce the impacts from energy supply disruptions
3. Create jobs and save jobs in energy assurance planning at the city level
4. Create a new Hailey Energy Assurance Plan that integrates with Hailey's Emergency Operations Plan draft, Blaine County's All Hazards Mitigation Plan and the State of Idaho's Energy Plan
5. Collaborate with stakeholders throughout the planning process, including local utilities, Blaine County, the Local Emergency Planning Committee, the Idaho Homeland Security Office, and the Idaho Office of Energy Resources
6. Create an energy assurance plan that is easily and readily utilized by building in realistic timeline and finance elements, education and ongoing training activities, and an annual plan review and update; assure the plan is comprehensible
7. Plan for incorporation of new technologies and renewable energy into the city's and region's energy supply, including exploration of geothermal, hydro and solar
8. Share lessons learned and best practices with other local governments

Project Tasks:

- **FACILITY ANALYSIS:** Identify critical facilities. Identify opportunities to use alternative energy sources, standard energy sources, and Smart Grid technology. Complete a Strategic Investment Plan.
- **FUEL SUPPLY:** Identify fuel sources, fuel storage locations, fuel delivery routes, dispensing operations, and the required fuel reserve supply and initiate contracts with suppliers.
- **PERSONNEL TRAINING & EDUCATION:** Define responsibilities and necessary training for city personnel in energy assurance implementation will be developed as a part of this task. Conduct a tabletop training exercise using an energy emergency scenario.
- **ENERGY EMERGENCY OPERATIONS:** Develop a plan for consolidating city operations and maintaining communications in an energy emergency.
- **FINAL ENERGY ASSURANCE PLAN:** Final draft of the Energy Assurance Plan will be reviewed by project stakeholders, the city management team, and the Hailey City Council.
- **OUTREACH ACTIVITIES:** Project web page, quarterly newsletter updates, a pamphlet; and a presentation to other local governments comprise the outreach activities.

The public benefits of this project are broad, and include 1) a city better prepared for the energy landscape of tomorrow, 2) improved preparedness, continuity of operations and response in an emergency or during an energy disruption event, 3) increased knowledge of city officials and staff on the full spectrum of energy assurance planning issues, 4) a better informed public on energy assurance planning issues, 5) increased knowledge of alternative energy sources for future planning.



Applicant Name: City of Hailey

Award Number: _____

OMB Approval No. 0348-0044

Budget Information - Non Construction Programs

Section A - Budget Summary		Estimated Unobligated Funds			New or Revised Budget		Total (g)
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)		
1. Electricity Delivery and	81.122			\$83,202	\$89,265	\$172,467	
2.						\$0	
3.						\$0	
4.						\$0	
5. Totals		\$0	\$0	\$83,202	\$89,265	\$172,467	
Section B - Budget Categories							
6. Object Class Categories	Grant Program, Function or Activity			(3)	(4)	Total (5)	
	(1)	(2)					
a. Personnel		\$134,100				\$134,100	
b. Fringe Benefits		\$36,930				\$36,930	
c. Travel		\$687				\$687	
d. Equipment						\$0	
e. Supplies						\$0	
f. Contractual						\$0	
g. Construction						\$0	
h. Other (PM Training)		\$750				\$750	
i. Total Direct Charges (sum of 6a-6h)		\$172,467	\$0	\$0	\$0	\$172,467	
j. Indirect Charges						\$0	
k. Totals (sum of 6i-6j)		\$172,467	\$0	\$0	\$0	\$172,467	
7. Program Income						\$0	

Section C - Non-Federal Resources						
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals		
8. Electricity Delivery and Energy Reliability, Research, Development and Analysis	\$81,765		\$7,500	\$89,265		
9.				\$0		
10.				\$0		
11.				\$0		
12. Total (sum of lines 8 - 11)	\$81,765	\$0	\$7,500	\$89,265		
Section D - Forecasted Cash Needs						
Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter		
13. Federal	\$55,947	\$13,986	\$14,705	\$13,628		\$13,628
14. Non-Federal	\$59,510	\$14,878	\$14,878	\$14,877		\$14,877
15. Total (sum of lines 13 and 14)	\$115,457	\$28,864	\$29,583	\$28,505		\$28,505
Section E - Budget Estimates of Federal Funds Needed for Balance of the Project						
(a) Grant Program	(b) First	(c) Second	(d) Third	(e) Fourth		
16. Electricity Delivery and Energy Reliability, Research, Development and Analysis	\$57,010					
17.						
18.						
19.						
20. Total (sum of lines 16-19)	\$57,010	\$0	\$0	\$0		\$0
Section F - Other Budget Information						
21. Direct Charges						
22. Indirect Charges						
23. Remarks						

BUDGET JUSTIFICATION

	DOE/NETL Grant		Applicant		Third Party In-Kind	
	Year 1 (12 Mo.)	Year 2 (6 Mo.)	Year 1 (12 Mo.)	Year 2 (6 Mo.)	Year 1 (12 Mo.)	Year 2 (6 Mo.)
Personnel						
1 FTE PM/EEAC @ \$60,000/yr	30,000	15,000	30,000	15,000		
.10 FTE Admin Support @ \$44,012.80/yr	2,200	1,100	2,200	1,100		
.08 FTE Oversight/PW Director @ \$88,055/yr	3,500	1,750	3,500	1,750		
.05 FTE Oversight/City Admin. @ \$99,400/yr	2,500	1,250	2,500	1,250		
.05 FTE Fire Chief @ \$75,500/yr	1,900	950	1,900	950		
.03 FTE Police Chief @ \$82,700/yr	2,100	1,050	2,100	1,050		
Idaho Power - 50 man hours @ \$50/hr					2,500	1,250
Intermountain Gas - 50 man hours @ \$50/hr					2,500	1,250
Fringe Benefits						
PM/EEAC @ 30%	9,000	4,500	9,000	4,500		
Admin Support @ 30%	660	330	660	330		
Oversight/PW @ 25%	1,050	525	1,050	525		
Oversight/City Admin @ 25%	625	310	625	310		
Fire Chief @ 25%	475	240	475	240		
Police Chief @ 25%	500	250	500	250		



	DOE/NETL Grant		Applicant		Third Party In-Kind	
	Year 1 (12 Mo.)	Year 2 (6 Mo.)	Year 1 (12 Mo.)	Year 2 (6 Mo.)	Year 1 (12 Mo.)	Year 2 (6 Mo.)
Travel						
1 staff / PM Training						
Per Diem: 1 staff x 3 days @ \$49/day	147					
Hotel: 1 staff x 2 nights @ \$86/night	172					
2 staff / Meeting with Idaho OER and Homeland Security						
Per Diem: 2 staff x 2 day @ \$49/day	196					
Hotel: 2 staff x 1 night @ \$86/night	172					
Training						
Tuition for 1 city staff to attend PM Training	750					
Total Direct Charges	\$55,947	\$27,255	\$54,510	\$27,255		
Total Indirect Costs						
Total Costs	\$55,947	\$27,255	\$54,510	\$27,255	\$5,000	\$2,500

DOE/NETL Grant =\$83,202

Applicant =\$81,765

Third Party =\$7,500

Grand Total = \$172,467



ARRA 2009 ADDITIONAL BUDGET JUSTIFICATION

The City of Hailey's proposed project is a planning project, with no need for contractors or subcontractors to construct, alter, or repair any public buildings or public works. Therefore, the Davis-Bacon Act and Related Acts do not apply.

