

**REQUEST FOR LETTER PROPOSALS
FOR COMMUNITY-DRIVEN HOME ENERGY EVENT**
on behalf of

THE WEST PENN POWER SUSTAINABLE ENERGY FUND

April 2008

Purpose

The West Penn Power Sustainable Energy Fund (WPPSEF) mission is to:

- Promote the use of renewable fuel and clean energy;
- Promote energy conservation and energy efficiency; and
- Promote the start-up, attraction, expansion, and retention of sustainable energy businesses.

The WPPSEF is committing funding to help local communities organize and host Home Energy Events which are focused on assisting homeowners and businesses reduce their energy use. The communities must be within the 23-county West Penn Power service region. It is envisioned that these Home Energy Events be held at public facilities such as schools, community centers, non-profit owned facilities, or other facilities capable of holding a public event. Funding for these Events are available at two tiers:

Community Workshop Events: Workshops should provide general information to homeowners on how to save energy around the home and how these improvements could be performed and financed. Local and state financing options should be explored. The WPPSEF PA Home Energy program should be showcased. A targeted goal of 50+ attendees should be set.

Funding level: \$250

The WPPSEF is seeking to fund up to 50 community workshop events within the 23-county West Penn Power service region in 2008.

Community Energy Expos. Expos would be conducted to provide local homeowners and businesses with general information on how they can save energy and how these improvements could be conducted and financed. Expos are required to have at least 10 exhibitors and last a minimum of 4 hours. The WPPSEF PA Home Energy program should be showcased. A targeted goal of 300+ attendees should be set.

Funding level: \$500 for half-day (4 hrs or less) or up to \$1,000 for a full-day (8 hrs) Expo.

The WPPSEF is seeking to fund 25 community energy expos within the 23-county West Penn Power service region in 2008.

How to Apply

If your community seeks to organize and host a Community Home Energy Event in 2008, please provide a letter of request and supporting documentation by October 15, 2008, as detailed below, to:

Mail to:

**Mr. Joel Morrison
WPPSEF, Director
The Pennsylvania State University
C-211 CUL
University Park, PA 16802-2323**

E-mail to: wppsef@ems.psu.edu

Letter Request

In a letter, not to exceed three pages in 12-point type, please describe:

- a. The description of the organizations that will plan the community energy event,
- b. How the community energy event will be organized and a listing of items that will be discussed,
- c. A description of the facilities that will be used to host the event,
- d. When the community energy event will be held and how will it be marketed,
- e. How the requested monies will be spent and leveraged,
- f. List of potential exhibitors, if any, and
- g. A description of the non-profit entity that will work with the WPPSEF to co-fund the event.

The WPPSEF can provide some limited support to communities to plan their Event.

Other Supporting Information

- a. A letter of support from various community leaders and the facility hosting the Expo should be submitted with the letter request.
- b. Proof of insurance and liability waiver to the WPPSEF must be provided.

Selection Process

This letter request selection process is open until October 15, 2008. The WPPSEF will review incoming letter requests on a monthly basis in the solicitation period. Requests should be submitted by the 15th of every month to be considered for review that month. The WPPSEF will seek to stimulate a broad geographic footprint for these community energy events. The funding decision of the WPPSEF is final and subject to appeal.