

## Government Leading by Example- Program Guide

### **Program Narrative:**

The Government Leading by Example (GLBE) Program will support rural governments in identifying and planning energy efficiency improvements in public facilities. By providing access to professional energy audits, dedicated follow-up assistance, and the creation of an actionable Energy Action Plan, the program will serve as an educational tool to encourage participants to prioritize energy improvements in their local facilities.

### **Mission Statement:**

Connect rural governments with the knowledge, resources, and support needed to reduce energy usage, lower operating costs, and improve facility performance through strategic energy planning.

### **Target Audience:**

- Rural local governments in Idaho

### **Stakeholders:**

- Idaho utilities (electric and gas)
- Idaho higher educational institutions
- National educational institutions
- National award providers
- Private funding industries
- Public funding industries

Application Period	Period Open	Audits Completed	Energy Audit Meeting	Energy Action Plan Due
Ongoing, Non-competitive	January 1 <sup>st</sup> , 2026 - January 16 <sup>th</sup> , 2028	45 days after award	30 days after audit performed.	60 days after audit review meeting

### **Program Details:**

1. Application Period: Open from January 1<sup>st</sup>, 2026, and closes January 16<sup>th</sup>, 2028. Applicants selected on a first-come-first-serve basis. Applicants may submit multiple applications for multiple buildings, but the total square feet per applicant should be 30,000sqft or less.
2. Energy Audit: OEMR will refer eligible and complete applications to an outside energy audit contractor, or the applicant can choose one in their local area, (Must be a ASHRAE Level I Audit) to schedule a site visit and an energy audit within 45 days.

3. EAP Development Meeting: After scheduling the audit, OEMR will schedule a meeting with the Auditor & Applicant to review the energy audit within 30 days after audit, discuss the findings, and go over the Energy Action Plan goals.
4. Energy Action Plan: Applicant will then have 60 days to develop an Energy Action Plan. During this time, OEMR will be available to provide technical support on:
  - a. Finding relevant grant and incentive programs (federal, state, local, private, and utility rebates).
  - b. Understanding of the recommended equipment or retrofits.
  - c. Connecting participants to training or educational opportunities for long-term capacity building.
  - d. Providing a template to guide Energy Plan development.
5. Participants will receive up to \$2,500 as an incentive payment after they send their Energy Action Plan to OEMR.
6. All projects must be fully complete by May 30<sup>th</sup>, 2028.

**Application Package:**

- Completed application form, found below.
  - First-come, first-serve basis and is contingent on the availability of the funds.

**Requirements:**

- Must be an eligible entity, list found below.
- Auditor must complete an **ASHRAE Level I** energy audit of applications named building(s) within 45 days of being assigned an application.
- Auditor must submit audit to OEMR within 30 days of audit.

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- Applicants and auditors must attend a meeting with OEMR to discuss the energy audit within 30 days of audit via MS Teams.
- Applicants must send the Energy Action Plan within 60 days of energy audit meeting.
  - Sample format found below.

### **Key Topics to Include in the Energy Action Plan**

- Organization Name
- Point of Contact
- Date
- The Priority Project List
  - Priority measures from audit.
  - Planned activities and timeline.
  - Barrier identification.
  - Training or certifications needed.
- Funding Strategy
  - Funding sources and incentives available/being pursued.
  - Long-term monitoring/benchmarking strategies.

**For more information**, please contact Ms. Torgrimson: [becky.torgrimson@oer.idaho.gov](mailto:becky.torgrimson@oer.idaho.gov), (208) 332-1676

## **Government Leading by Example - Eligible Entities**

### **Eligible Counties**

Adams	Camas	Franklin	Lemhi	Payette
Bear Lake	Caribou	Fremont	Lewis	Power
Benewah	Cassia	Gem	Lincoln	Shoshone
Blaine	Clark	Gooding	Latah	Teton
Boise	Clearwater	Idaho	Minidoka	Valley
Boundary	Custer	Jefferson	Oneida	Washington
Butte	Elmore	Jerome	Owyhee	

### **Eligible Cities**

Aberdeen	Bliss	Clayton	Dover	Franklin
Acequia	Bloomington	Clifton	Downey	Fruitland
Albion	Bonnars Ferry	Cottonwood	Driggs	Genesee
American Falls	Bovill	Council	Drummond	Georgetown
Arco	Buhl	Craigmont	Dubois	Glenns Ferry
Arimo	Burley	Crouch	East Hope	Gooding
Ashton	Butte City	Culdesac	Eden	Grace
Athol	Cambridge	Dalton	Elk River	Grand View
Athol	Cambridge	Gardens	Emmett	Grangeville
Atomic City	Carey	Dayton	Fairfield	Greenleaf
Bancroft	Cascade	Deary	Fernan Lake Village	Hagerman
Basalt	Castleford	Declo		Hailey
Bellevue	Challis	Dietrich	Filer	Hamer
Blackfoot	Clark Fork	Donnelly	Firth	Hansen

Harrison	Lava Hot Springs	New Plymouth	Reubens	Tensed
Hauser	Leadore	Newdale	Richfield	Teton
Hayden Lake	Lewisville	Nezperce	Rigby	Tetonia
Hazelton	Mackay	Notus	Riggins	Troy
Heyburn	Malad City	Oakley	Ririe	Ucon
Hollister	Malta	Oldtown	Roberts	Victor
Homedale	Marsing	Onaway	Rockland	Wallace
Hope	McCall	Orofino	Rupert	Wardner
Horseshoe Bend	McCammon	Osburn	Salmon	Warm River
Huetter	Melba	Oxford	Sandpoint	Weippe
Idaho City	Menan	Paris	Shelley	Weiser
Inkom	Middleton	Parker	Shoshone	Wendell
Iona	Midvale	Parma	Smelterville	Weston
Irwin	Minidoka	Paul	Soda Springs	
Island Park	Montpelier	Payette	Spencer	
Jerome	Moore	Peck	Spirit Lake	
Juliaetta	Mountain Home	Pierce	St. Anthony	
Kamiah	Moyie Springs	Pinehurst	St. Charles	
Kellogg	Mud Lake	Placerville	St. Maries	
Kendrick	Mullan	Plummer	Stanley	
Ketchum	Murtaugh	Ponderay	Star	
Kimberly	New Meadows	Potlatch	State Line	
Kooskia		Preston	Stites	
Kootenai		Priest River	Sugar City	
Lapwai		Rathdrum	Sun Valley	
			Valley	

## Sample Energy Action Plan

Organization Name:

Point of Contact:

Date:

### Part I: The Priority Project List (What to Fix)

This section is driven directly by your **ASHRAE Audit** results. It transforms the engineering data into a simple, actionable list of capital projects.

Priority Level	Project Name (Fire Station)	Estimated Cost	Estimated Annual Savings	Payback Period (Years)
High (P-1)	Lighting Upgrade	\$25,000	\$5,000	5.0
High (P-2)	Windows	\$15,000	\$7,500	2.0
Medium (P-3)	Rollup Doors	\$70,000	\$8,750	8.0
Low (P-4)	HVAC	\$120,000	\$6,000	20.0

#### A. High Priority Projects (The Quick Wins)

- **Focus:** Measures with the **shortest payback period** (typically less than 7 years) and the **highest ROI**. These are excellent targets for small, immediate grants or revolving loan funds.
- **Examples:** LED lighting retrofits, installing **controls (BAS)** and sensors, low-cost weatherization (caulking/sealing), and boiler tune-ups.

#### B. Medium Priority Projects (The Capital Investments)

- **Focus:** Measures that require **significant capital** but offer strong, long-term savings (e.g., 7 to 15-year payback). These are good candidates for utility rebates and federal grants that require cost-sharing.
- **Examples:** Complete HVAC system replacements, installing Variable Frequency Drives (**VFDs**) on pumps/fans, and major insulation projects.

#### C. Low Priority Projects (The Long-Term Goals)

- **Focus:** Projects with long paybacks but high resiliency benefits. These are often bundled with other projects or funded through specialized grants for resilient infrastructure.
- **Examples:** Large-scale window or roof replacements, solar PV installation (without incentives), or switching a primary fuel source.

## II: Funding Strategy Goals

This section outlines the financial approach for each project level, allowing the government/district to quickly match a project to an available funding opportunity.

### 1. Utility Rebates and Incentives

- **Strategy:** This should be the **first source of funding** secured for every project.
- **Examples:** Idaho Power's or Avista's commercial/business energy efficiency programs. These typically offer prescriptive or custom rebates.

### 2. Federal/USDA Grants

- **Strategy:** Target these for **High and Medium Priority** projects with excellent financial metrics.
- **Key Source:** **USDA Rural Energy for America Program (REAP) Grants.** This is a top source for rural local governments and schools.

### 3. State and Regional Programs

- **Strategy:** Check with the **Idaho Office of Energy and Mineral Resources (OEMR)** and the **Idaho Department of Commerce** for annual grant cycles or revolving loan funds specific to public facilities.
- **Examples:** Small state grants, state revolving loan funds, or EPA grants filtered through the state (e.g., Diesel Emission Reduction Act funding for vehicle/fleet efficiency).

### 4. Self-Financing & Performance Contracting

- **Strategy:** These methods cover the remaining project cost after grants and rebates are secured.
  - **Savings Reinvestment:** Formally commit to using the **annual energy savings** from the first project to fund the next one, creating an internal **Revolving Loan Fund (RLF)**.
  - **Energy Performance Contracting (EPC):** Use a qualified Energy Service Company (**ESCO**) where the project costs are paid back over time using the **guaranteed energy savings**. This is ideal for Medium and Low Priority projects that a government may not have cash for upfront.



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**Government Leading by Example**  
*Rural Public Building Energy Efficiency Support*

**I. ORGANIZATION**

Public Organization Name	Organization Contact ( <i>name, email, phone number</i> )
Mailing Address	
How did you hear about the program?	

**II. BUILDING INFORMATION**

Building Address ( <i>street address, city, state &amp; zip</i> ) <b>*Cannot be a P.O. Box</b>	Year Built	
Building Name	Building Use	
Square Footage	Portfolio Manager Building Score ( <i>if known</i> )	Utility Providers ( <i>gas, electric, etc.</i> )
Insulation Value ( <i>if known</i> )	Number of Stories	

Use this section for any other pertinent building information (*including building retrofits and upgrades*)

**III. IMPORTANT – READ CAREFULLY – Project Authorization**

APPLICANT(S) CERTIFIES AS FOLLOWS: the energy project is located in Idaho; that applicant(s) will work with the Office of Energy Resources (OEMR) to provide requested building information; including but not limited to: building data, utility data, and ENERGY STAR Portfolio Manager account creation.

Applicant(s) declares under penalty of law that all facts given and information attached are true and correct. Applicant(s) authorize the OEMR to verify any facts they deem necessary for project analysis. Applicant(s) authorize OEMR to use their name, address, project information, and project photos to explain or promote the Government Leading by Example Rural Public Building Support program.

Authorized Representative	Date
X	