



Wisconsin Office of Energy Innovation

*Planning for and Implementing  
**Clean Energy Investments in  
Wisconsin Communities***

**Request for Proposals**

**Issue Date: March 22, 2017**

**Application Due Date: April 24, 2017**

**Wisconsin Office of Energy Innovation**

**610 N. Whitney Way**

**Madison, WI 53705**

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## **Background**

The Wisconsin Office of Energy Innovation (OEI) works with a broad range of partners on energy-related issues impacting the business, agricultural, industrial, and local government sectors. The combination of projects that promote energy-waste reduction with innovative approaches to energy consumption and generation have the potential to benefit the environment while simultaneously saving money for local governments of all sizes in Wisconsin. During 2009 and 2010 there were 21 awardees representing almost 50 counties, cities, villages, towns and First Nation Tribes that participated in the Energy Independence Planning process. This group collected energy data from buildings, infrastructure, and fleet vehicles to create a baseline which will inform future energy decisions. Next, each one of the Energy Independence teams worked with their county board, city council, village board, town chairs, and Tribal leaders to select the initiatives, policies, and projects that would give their community the best Return On Investment (ROI). Once each community selected their initiatives, policies and projects, a pathway was created to implementation. These plans are in the process of being implemented and updated in each community (and will continue to be) until at least 2025.

As part of its work, the OEI administers the State Energy Program (SEP), funded by the US Department of Energy. Supporting the efforts of the Energy Independent Communities and other municipal or Tribal entities in reducing energy use and waste is a core function of the State Energy Program.

This Request for Proposals (RFP) seeks applicants interested in one of the following areas of interest listed below. **Please note that communities that have not developed a plan that includes a baseline dataset of energy used in buildings, infrastructure and fleet vehicles, will only be considered for award under the planning grant area of interest.**

### **Area of Interest One: Energy Independent Planning Grants:**

- 1) Communities applying under this area of interest will agree to compile a baseline of energy consumption (of buildings, vehicles, and infrastructure) which will serve to identify opportunities to save energy in local government operations and to create an action plan based on that information. Grants under this area of interest will be limited to a maximum of \$10,000 with no minimum grant size. Communities will be encouraged but not required to use EPA Portfolio Manager to record and report data.

### **Area of Interest Two: Implementation Grants for Energy Independent Communities:**

- 2) Communities will apply to use funds (up to \$25,000) to implement a cost-effective project that will result in energy savings and serve to fulfill the detailed plan set forth in the communities' energy independence (or other detailed) plan. Communities will be encouraged but not required to use EPA Portfolio Manager to record and report data

147 units of Wisconsin local government (counties, towns, cities, villages and tribal governments) have passed resolutions pledging to work to reduce energy use in order to save taxpayer dollars and reduce emissions in their communities. Building on these Energy Independent Communities' initiatives, the State Energy Office is making available a substantial amount of discretionary funds to provide grants to local governments to carry out one of the

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above activities (e.g., creating a baseline of energy use and action plan or implementing a clean energy project).

All municipalities find themselves in a fiscal environment wherein they welcome reducing energy costs if they can generate cash from those savings. The purpose of this RFP is to identify projects that could receive grants from the OEI.

**Examples of potential projects:**

1. A municipality deploys energy-efficient lighting at or around public buildings.
2. A tribal government conducts a baseline survey of energy uses in tribal government buildings and develops a plan to reduce energy consumption.
3. Installation of insulation in public buildings.
4. Developing a plan to operate, and acquire feedstock for, a community anaerobic digester.
5. A community with an established energy use reduction plan decides to implement a deep whole building retrofit at the municipal services building to extend the life of the structure and enhance the value to the community.

**Scoring**

1. Applicants that have passed resolutions committing to work toward clean energy goals in their communities (i.e. Energy Independent Community) will receive an additional 5 points (out of 100 possible) to their application score.
2. Proposals that save or create the **most** clean energy per dollar spent on the project will receive higher scores than those proposals which save or create the **least** amount of clean energy.
3. Applicants that contribute matching funds to the project will receive up to 15 additional points (out of 100) on their scores.
4. DNR Legacy Green Tier Communities will receive an additional 5 points for their participation in that program.
5. Planning grant applicants will receive 5 additional points if they include UW Extension educators to assist with plan creation.

**Eligible Applicants**

Applicants must be:

Wisconsin cities, towns, villages, counties, or tribal governments.

**Award Information**

1. **Type of Award** – Awards under this RFP will be grants operated under Public Service Commission of Wisconsin rules, and all Federal rules applicable to the State Energy Program.
2. **Maximum Award Size** –OEI will award a **maximum** grant of \$10,000 for planning and \$25,000 for implementation.
3. **Expected Number of Awards** – Approximately ten to fifteen grantees will be selected.

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4. **Period of Performance** – Awards will be for a period of approximately 6 months. All work on the projects or survey/plan must be finished by December 31, 2017, extensions or alternate timelines will be considered on a case by case basis.

### **Eligible/Ineligible Expenses**

Lobbying expenses are ineligible. All expenses will be reviewed and approved by the OEI. ***Expenses incurred before the grant contract is signed will not be eligible for reimbursement.*** Budgets and reporting requirements will be reviewed prior to an award (via the Budget Justification Form) and are subject to negotiation with the OEI. Land and building construction are ineligible expenses.

### **Cost-Sharing**

There are no cost-sharing requirements under this program, but applicants willing to match or provide additional funding sources are encouraged. Match or other investment dollars may take the form of direct contributions or in-kind staff time and supplies.

### **Application Guidelines**

Please submit 4 copies of the following documents if submitting hard copy- otherwise please submit the documentation electronically via email to [OEI@wisconsin.gov](mailto:OEI@wisconsin.gov) :

**1. Cover Page (attached)**

**2. Project Narrative:**

The narrative should be organized with the following headings:

- Introduction to the project
- Applicant background and qualifications
- Detailed description of the project
- Projected energy savings on an annual basis

The project narrative must not exceed three (3) pages, including table of contents, charts, graphs, maps, photographs, and other pictorial presentations. When printed, the project narrative must use standard 8.5" by 11" paper with 1-inch margins (top, bottom, left, and right).

EVALUATORS WILL ONLY REVIEW THREE PAGES of project narrative.

The font must not be smaller than 11 point. Do not include any internet addresses (URLs) that provide information necessary to review the application. Narrative should thoroughly address the review criteria in the Application Review Section below.

**3. Budget Justification Form (attached):**

The applicant must justify the costs proposed in each Object Class Category/Cost Classification category (e.g., identify key persons and personnel categories and the estimated costs for each person or category; provide a list of equipment and cost of each item.)

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The Budget Justification is not considered in the page count.

4. **Personnel**

List all personnel and provide qualifications of staff who will work on the grant. Include activities and their experience as it relates to the proposed project. Establish a key staff member to coordinate grant activities and serve as a point of contact for this project.

Personnel documents are not considered in the page count.

5. **Letters of Reference/ Support (optional, but considered if submitted).**

Letters of Reference are not considered in the page count.

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### **Application Due Date**

Applications must be received by **April 24, 2017** at 05:00 PM CDT. Applicants are encouraged to submit their application well before the deadline. **APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.**

Please direct any questions and submit applications by mail or email to:

Megan Levy  
Local Energy Programs Manager  
Wisconsin Office of Energy Innovation  
610 N. Whitney Way  
Madison, WI 53705  
[megan.levy@wisconsin.gov](mailto:megan.levy@wisconsin.gov)

### **Application Review Information**

- 1. Initial Review Criteria** - Prior to a comprehensive merit evaluation, OEI will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the objectives of this Request for Proposals.
- 2. Merit Review** - OEI will select a review panel to evaluate applications using the following factors. OEI will then apply a rating, or score to the application based on the review.

Overall Evaluation Factors:

- *Technical Merit.* All applications must provide sufficient information to demonstrate the applicant's technical capability to successfully undertake the proposed work.
- *Planning and Capabilities.* Provides evidence of a clear and comprehensive plan with a likelihood of achieving success.
- *Effectiveness of the Proposal in Saving Energy (or producing clean) energy.* Including metrics outlining estimated energy savings or generation.
- *Complete and detailed budget.* All proposals must also provide a complete and detailed budget.

Specific Evaluation Factors:

- *Ability to achieve the objectives.* Applicants must demonstrate how their organizational and staff experience will assist them to achieve the objectives. Applicants may sub-contract activities to achieve the specific objectives.
- *Reporting.* Applicants must also agree to submit quarterly, and on-request, reports to the OEI on the activities and progress of the grant.



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## **Review and Selection Process**

**Grant applications are due by April 24, 2017 at 05:00 PM CDT.**

- 1. Selection** - The OEI will consider the merit review recommendations of the review panel to make the final award decision.
- 2. Discussions and Award:** The OEI may enter into discussions with a selected applicant for any reason deemed necessary, including, but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) OEI needs additional information to determine that the recipient is capable of complying with the requirements or (4) special terms and conditions are required. Failure to satisfactorily resolve the issues identified by the OEI, or US DOE, will preclude any award to the applicant.
- 3. Anticipated Notice of Selection and Award Dates** – OEI anticipates notifying applicants selected for award on or **before May 1, 2017**.

## **Contract Terms and Funding**

A contract between the grantee and the OEI will cover the scope of work, timetable and budget. Contracts cover a pre-determined period after the date OEI signs the contract. Grant payment will be distributed on a *reimbursement basis*, in accordance with State of Wisconsin purchasing rules.

Applicants must agree to abide by applicable state and federal rules and regulations.

Availability is subject to the appropriations process of the US Congress.

Single audit requirements and division of financial duties at the local or tribal government level may disqualify applicants for funding.

No costs for projects may be incurred after **contract end date** and all invoices must be submitted by the date specified on the contract in order to be paid.

## **Contact Information**

Please direct any questions and submit applications **by mail or email** to:

Megan Levy,  
Local Energy Program Manager  
Wisconsin Office of Energy Innovation  
610 N. Whitney Way  
Madison, WI 53705  
[OEI@wisconsin.gov](mailto:OEI@wisconsin.gov)

## Planning/Implementing Municipal Clean Energy Projects

*Cover Page*

		<b>Application Submission Date:</b>
<b>Organization Name:</b>		
<b>Primary Contact Name (First, Last):</b>		
<b>Primary Contact Title:</b>		
<b>Mailing Address:</b>		
<b>City:</b>	<b>Zip:</b>	<b>County:</b>
<b>Phone:</b>	<b>Fax:</b>	<b>Email:</b>
<b>Employer ID Number (W-9) :</b>		<b>Amount Requested: \$</b>
<b>Signature:</b>		<b>Date:</b>

**Submit completed application by April 24, 2017 at 05:00 PM CDT to:**

Megan Levy,  
 Local Energy Program Manager  
 Wisconsin Office of Energy Innovation  
 610 N. Whitney Way  
 Madison, WI 53705  
[OEI@wisconsin.gov](mailto:OEI@wisconsin.gov)

For Internal Use Only		
<b>Date Received:</b>	<b>Reviewed by:</b>	<b>Score: <input type="checkbox"/> A <input type="checkbox"/> R</b>
<input type="checkbox"/> <b>Letter Sent Date:</b>	<b>Contract Start Date:</b>	<b>Contract End Date:</b>

(insert narrative pages here- limit 3)

## Planning/Implementing Municipal Clean Energy Projects

*Budget Justification Form (may use your own spreadsheet)*

### 1. PERSONNEL

Position Title	Pay Rate (\$/hr)	Time (est hours)	Total Compensation (\$)	Requested from OEI (\$)	Match (\$)	Work Description
Year One						

Additional Information:

### 2. FRINGE

Position	Total Compensation (\$)	Rate (%)	Total Fringe (\$)	Requested from OEI (\$)	Match (\$)	Rate Basis
Year One						

Additional Information:

### 3. TRAVEL

Description	In-state or Out-of-State	Total Cost (\$)	Requested from OEI (\$)	Match(\$)	Basis of Cost
Year One					

Additional Information:

### 4. SUPPLIES

Description	Total Cost (\$)	Requested from OEI (\$)	Match (\$)	Basis of Cost
Year One				

Additional Information:

### 5. EQUIPMENT

Description	Total Cost (\$)	Requested from OEI (\$)	Match(\$)	Basis of Cost
Year One				

Additional Information:

**6. OTHER**

Description	Total Cost (\$)	Requested from OEI (\$)	Match (\$)	Basis of Cost
Year One				

Additional Information:

**7. INDIRECT COSTS**

Description	Total Cost (\$)	Requested from OEI (\$)	Match (\$)	Basis of Cost
Year One				

Additional Information:

**Planning/Implementing Municipal Clean Energy Projects**  
*Budget Summary*

**SUMMARY**

Category	Requested from OEI (\$)	Match (\$)	Total
Personnel			
Fringe			
Supplies			
Equipment			
Other			
<b>Total Direct Costs</b>			
Indirect			
<b>Total Year One Budget</b>			

Additional Information: