

Wisconsin's EECBG Program 'RFP: 101'

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RFP Process

Why an RFP?

- Fair funding selection process

Request for Proposal Process

- Application Development
- Application Process
- Scoring Process
- Competition Results
- Grant Administration

Application Development

Applications were developed to match the funding guidelines approved by US DOE

- Lighting Program – exterior and interior energy efficient lighting projects
- Retrofits Program – allowable retrofit projects included HVAC, insulation, solar hot water (SHW) and windows

Application developed from an existing application used to distribute Community Development Block Grant (CDBG) funding.

Application Development

Application goals:

- Comprehensive
- Includes all relevant tools
- Technical assistance
- Easy to use and understand

Application Components

To meet the goals of creating an easy-to-understand and comprehensive application, we used the following components:

- Goal and Program Objectives
 - Describe the overall goals of the program: reduce energy consumption, improved energy efficiency, reduce fossil fuels

GOALS AND PROGRAM OBJECTIVES

The purpose of the EECBG is to:

- reduce fossil fuel emissions in an environmentally sustainable manner that maximizes benefits for local and regional communities,
- reduce the total energy use of communities,
- improve energy efficiency, and
- provide support to communities to implement energy efficiency and savings measures.

Application Components

- Eligibility
 - Describe who can apply for your funding in detail
 - In the excerpt below you can see how we described eligibility; after this section is a description of the allowable projects

ELIGIBILITY

Eligible applicants, referred to as 'community' in this application, include any non-entitlement¹ unit of government (county, city, village or township) that has not been allocated EECBG funds from the Federal Department of Energy (DOE), and is in good standing with any existing award from the Departments of Commerce, Natural Resources or the Public Service Commission. The community can be a partnership between more than one non-entitlement community or a community in an entitlement county.

Eligible projects must be completed within 12 months of an award and fit into one or both of the following priority areas:

Application Components

- Grant Awards
 - Describe the amount of funding available for each community, and be clear as to who is responsible for pre-award expenses.

GRANT AWARDS

Communities may apply for up to \$225,000 for one or both priority area(s), but the **maximum award** for any **one community** will not exceed **\$225,000**. Project activity expenses exceeding \$225,000 and expenses incurred prior to an award will be the responsibility of the community. All funding is subject to the availability of federal funds.

Application Components

- Application Components

APPLICATION COMPONENTS

The community must provide project-specific information in the following sections:

1.) Main Summary Information

Communities must indicate the Senate, Assembly and Congressional districts in which they are located.

2.) Budget Detail

It is anticipated that the majority of award funding will go toward equipment purchases, staff or contractor time to complete the project, and related expenses. Communities should identify the dollar amount and source of funds for each of the following eligible activities that are part of the project:

- HVAC Improvements
- Insulation Improvements
- Window Replacements
- Solar Hot Water
- Interior Lighting (including occupancy sensors or motion detectors)
- Exterior Lighting (including occupancy sensors or motion detectors)
- Grant Administration (Up to 3 percent of the grant request may be used to administer the grant to a maximum amount of \$6,750.)

Application Components

- Project Narrative

A. Project Narrative

Communities should describe the community plan for reducing consumption of energy, fossil fuels and emissions. Include a timeline with energy efficiency and conservation goals, and activities and projects intended to help the community reach those goals. Describe the proposed project, how the project complements this plan and how the planned activities will result in a limited environmental impact. Communities must describe planned efforts to recycle and dispose of all waste building material generated by efforts funded under this award. If the community has an existing municipal Sanitary or Hazardous Waste Disposal Plan for recycling and disposal of waste, it can be attached to the E-Grant application but **does not** substitute for a narrative description.

Although projects assisted in part or whole with EECBG funds must be completed in-12 months, the contract period is 36 months and reporting for jobs and energy savings is required throughout the grant period. Reports are submitted quarterly and include a final, close-out report.

Application Components

- Agency Coordination
 - Energy Independent Communities
- Eligibility
- Performance Measures
 - Providing the right tools

D. Performance Measures

Applicants must include 3-year estimates on job creation and retention, energy savings (kWhs and/or Therms) and reduction of greenhouse gases (lbs).

Worksheets to calculate savings for insulation, windows, HVAC/Solar Hot Water, and to calculate greenhouse gas emissions using kWh and/or Therm savings can be found online at:

<http://commerce.wi.gov/CD/cd-bcf-energy.html>

After calculating your energy savings, using the links above, choose “Save As” from the File menu and save the worksheet in a location on your computer. Follow the same process for saving your greenhouse gas worksheet. When attaching the worksheets to this application, you will need to use the “browse” function of e-grant system to find the worksheet to attach.

Application Components

- Funding
 - Description of leveraged funds
 - This could include other grants, CDBG funding, private funding, energy performance contracting, incentive programs (e.g., Focus on Energy) and/or tax levy funding
- Required attachments
 - Very specific list of all required attachments

Side Note:

Wisconsin's Focus on Energy Program

Application Components

- Application Scoring

APPLICATION SCORING

All applications will be scored by an interagency team of reviewers knowledgeable in measuring savings and construction techniques related to energy. Responses will be scored based on answers submitted through E-Grants. An application may earn up to 100 points based on the following scoring criteria:

- 1) Project Narrative (14 points)
- 2) Agency Coordination (11 points)
- 3) Performance Measures (70 points)
- 4) Other Funding/Leverage (5 points)

Efforts will be made to make an equitable geographic distribution of awards across the state.

- Federal ARRA Requirements
 - Buy American, Davis-Bacon, NEPA, SHPO, hazardous waste disposal, reporting metrics and jobs

Application Summary

To summarize:

- Make it easy for your applicant
- Make your application as comprehensive and easy to understand as possible
- Provide the tools your applicant will need to fill out the application including in-depth directions

Application Process

Applications were submitted through an online process called E-Grants

- Multiple individuals from the community could work on the application (if registered)
- Single source of all information on the applicant and application
- Scoring committee could access from remote locations
- Reduced paperwork to administer (electronic attachments allowed)

Application Process

- E-grants allowed multiple individuals to work on the same application. The system provided a single source of all materials and information on each for applicant and application
- Scoring committee could access from remote locations
- Reduced paperwork to administer (electronic attachments allowed)



- [Main Menu](#)
- [User Management](#)
- [Funding Announcement](#)
- [Project Management](#)
- [Work Manager \(0\)](#)
- [Internal Menu](#)

[Project](#) **Application Monitoring Fiscal Details**

Grant ID: 1026

Project Title: Why Doesn't This Pop Up at the Beginning

Application Status: Open - Draft

FundAnnouncement: [Homelessness Prevention & Rapid Re-Housing Program](#)

- [Print Application](#)
- [Save](#)
- [Delete](#)
- [Cancel](#)

MAIN SUMMARY

Section Point Value: 1

Created By: First Last

Created Date: 5/5/2009 9:22:20 AM

Section Completion Status:

Last Update By: First Last

Last Update Date: 5/15/2009 2:29:12 PM

SubGrant ID: --

Applicant Agency: * [Dane County](#)

Project Director: * [Mr John Doe](#)

[Change](#)

Financial Officer: * [Secretary Tim Geithner](#)

(Must be different than Project Director)

[Change](#)

Alternate Contact:

(if applicable)

[Add](#)

Signing Official: * [President Barack H Obama](#)

(Highest Elected Official) President

[Change](#)

Application Process

- Reviewer scores and comments posted within the system
- System would catch errors by applicant prior to submittal
- Allows communication with applicants
- System will be used for reporting and draw requests

Application Process

- \$225,000 Maximum request
- 157 Applications
 - 24 Counties (of 62 non-entitlements)
 - 105 Cities & Villages (571)
 - 28 Townships (1260)
- \$19.7 million in requests
- \$29.4 million total project costs

Scoring Process

- Scoring committee of 3 individuals
 - Office of Energy Independence
 - Department Of Commerce
 - Public Service Commission
- Applications scored on 4 sections
 - Performance Measures (70/100)
 - Project Narrative (14/100)
 - Agency Coordination (11/100)
 - Other Funding/Leverage (5/100)

Scoring Process

- Review time of 12 weeks (longer than anticipated)
 - Diverse quality of applications resulted in need for follow-up with applicant
 - Policy decisions required on eligible activities
- Policy decision to award each successful applicant 100% of their retrofit requests and approximately 70% of lighting request

Competition Results

- 82 Grant Recipients
 - 17 Counties (\$186,330 avg. award)
 - 53 Cities/Villages (\$106,856)
 - 12 Townships (\$57,290)
- \$8,350,250 in leveraged investment
- ~ 6.7 million kWhs saved/yr
- ~ 1.06 million therms saved/yr
- ~ 23.7 million lbs of CO2 reduced/yr

Grant Administration

- Implementation Handbook developed (41 pages) covering:
 - Staff contacts (program, labor standards, and audits)
 - Record keeping
 - Procurement & Davis-Bacon
 - Buy American, NEPA, waste stream
 - Reporting, disbursements, closeout
 - 13 standardized forms
- Webinar provided additional guidance

Moving Forward

- Applicants must demonstrate project progress by July 1, 2010
- Construction no later than September 15, 2010
- Up-front disbursement of 75% of funds possible
- Possible waiver of State procurement rules to mirror federal / DOE standards
- Additional webinars as needed

Questions?

Feel free to contact us with questions.

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