

**State Energy Program  
Energy Efficiency in State-owned Buildings RFP**

**Frequently Asked Questions & Answers**

1. How many complete application packets should we submit for review and award determination?
  - We are requiring state agencies to submit 3 complete applications. Later we will be requiring an electronic (pdf) copy of the complete application for agencies under consideration for an award.
2. If we receive an award through this solicitation would we be required to submit two separate monthly report submittals (Monthly Narrative Report, and the Financial Status Report), or can we submit them in one report, and would should the reports be directed?
  - The reports should be separate reports that must be submitted to Dale Copedge at the following address:

Dale Copedge, Grant Manager  
State Energy Program  
Bureau of Energy Systems  
Department of Energy, Labor & Economic Growth  
Ottawa Office Building  
611 W. Ottawa Street, 4<sup>th</sup> Floor  
P. O. Box 30221  
Lansing, MI 48909

3. Can state and/or federal funds be used to fulfill the 50% match requirement?
  - State and federal funds can be used to fulfill the 50% match requirement. However, funds that were allocated from the Bureau of Energy Systems (i.e.: RETAP assessments, technological demonstration, and other funds) can not be used as leverage funds for this solicitation. In-kind services such as the salaries and fringes of staff dedicated to the project can serve as match.
4. Can we request an electronic copy of the application and the attachments (Excel worksheet and the financial reporting sheets) for our application submittal?
  - Yes, contact Dale Copedge at [copedged1@michigan.gov](mailto:copedged1@michigan.gov) or call 517 335-0383.
5. Who is authorized individual to accept funding from this solicitation within a state agency?
  - The Bureau of Energy Systems will accept applications signed by the agency's Director or designate.
6. Under Part 1, Section 1.7 of the projection solicitation it states that hospitals and healthcare facilities are not eligible to apply for funding. What about state-owned and operated hospitals and healthcare facilities?
  - State-owned hospitals and healthcare facilities are eligible to apply for funding under this project solicitation. An Errata Sheet is posted on the website at the following address:

<http://www.michigan.gov/dleg/0,1607,7-154-25676---,00.html>

Look under the "Current Requests for Proposal" section/area.

7. Define what the time requirement for long-range facility plans; how many years?

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- Any building, structure, or facility that is state-owned and operated with a planned use of 5 or more years of service.
- 8. Where is the application form for requesting funds?
- The Project Solicitation (RFP) is posted on the Bureau of Energy's (Energy Office) website located at: <http://www.michigan.gov/dleg/0,1607,7-154-25676---,00.html>

Look under the "Current Requests for Proposal" section/area.

- 9. What is an "equivalent performance contract" that will allow waiver of the 50% match?
- Equivalent performance contracts (PCs) are approved through the Department of Management and Budget. They are agreements between the State (DMB) and a vendor that guarantees the cost savings from energy efficiency retrofits, which in turn can be used for match purposes. The vendor would be responsible for meeting the performance of the implement project. PCs are encouraged, where possible. The following web address shows the process of how PCs are approved:  
[http://www.michigan.gov/documents/PCflowchart\\_116475\\_7.pdf](http://www.michigan.gov/documents/PCflowchart_116475_7.pdf)
- 10. Do future building purchases that have plans for long term use and occupancy by State of Michigan employees can be considered eligible for an award?
- The building must be owned and operated by the State of Michigan, and occupied by state employees at the time that this solicitation was posted to be eligible for an award. Buildings purchases from federal government, local municipalities, or private sellers after the posting of this solicitation are not eligible for this opportunity.
- 11. Will renewable energy projects be considered eligible for this award opportunity?
- No. We will be releasing a new solicitation in future for renewable energy projects at state-owned and operated buildings.
- 12. Will State Energy Program release a project solicitation for energy efficiency, and/or renewable energy projects for lease buildings in the near future?
- We are considering a future project solicitation for renewable energy projects at state-leased and operated buildings. We have not discussed a project solicitation for energy efficiency projects at state-leased buildings.
- 13. Where can I find a carbon footprint calculator for my reduced greenhouse gas emissions that is appropriate for this project solicitation?
- The Department of Management and Budget uses a carbon footprint calculator that is located on the United States Environmental Protection Agency's(EPA) at the following web site:  
  
[http://www.epa.gov/climatechange/emissions/ind\\_calculator.html](http://www.epa.gov/climatechange/emissions/ind_calculator.html)
- 14. Under 5.010 of the terms and conditions title "5.010 Reporting & Registration Requirements (Section 1512)" of the solicitation and section 1605 of the American Recovery and Reinvestment Act (ARRA) updates concerning project completion are required. Will our agency be responsible for posting updates on a website that we manage to meet transparency requirements?
- DELEG will post project completion data on the Bureau of Energy Services website.

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15. Are there resources available to determine where to purchase Michigan and American made products and, or steel?
- Applicants must work through their agency's Procurement Section who in turn will interact with the appropriate Department of Management and Budget buyer to satisfy this requirement.

**Questions about the Excel Worksheet**

**Attachment #3, the Excel spreadsheet had the following questions:**

1. Under data field column G of the spreadsheet (NUMBER OF OCCUPANTS) do we restrict the number to our agencies employees, or do we include all state employees that use the site as their primary work station?
  - The number should include all state employees that use the building as their primary work site. You should report the total number of people that are employed by the submitting agency, and the total number of state employees from all other state agencies. Visitors, contracted staff, consultants, and interns should not be included in the count.
2. What conversion factors should be used to convert Electric kWh (in column M) and Natural Gas CCF (in column O) into BTU?
  - Use 3,415 BTU/kWh to convert kWh to BTU, and 100,000 BTU/ccf to convert CCF of natural gas CCF to BTU.
3. How do you determine the simple payback on the Attachment #3 (Excel worksheet)?
  - Under the data field column AA (Simple Payback), simple payback is determined by dividing the Project Cost (column K) divided by Annual Energy Dollar Savings (column Z).