

MICHIGAN PUBLIC SERVICE COMMISSION  
REQUEST FOR PRE-PROPOSALS  
MICHIGAN ENERGY EFFICIENCY GRANTS

PART I  
GENERAL INFORMATION

I-A Purpose

The purpose of this Request for Pre-Proposal (RFP-P) is to obtain pre-proposals from organizations for Michigan Energy Efficiency Grants (Grant or Grants) to develop or improve the quality or application of energy efficient technologies and to create or expand the market for such technologies. Preference will be given to projects that have a positive impact on the energy efficiency and economy of Michigan. This RFP-P is provided as part of the Low-Income and Energy Efficiency Fund (Fund) established as part of Public Act 141, MCL 460.10d(6) and the Interim Rate Relief Order issued on February 20, 2004, in the Detroit Edison Case U-13808. The intent of the Grant or Grants awarded from the Fund is to benefit Michigan residents, businesses, institutions, and/or governmental agencies by saving energy while invigorating Michigan's economy through the development and marketing of advanced energy efficient technologies. Preference will be given to projects that:

- i. develop or improve energy efficient technologies, including projects that advance the use of alternate fuels: improve the efficiency of energy consumption; advance the development of emerging technologies, e.g. fuel cells, and renewable energy, e.g. wind and solar energy; or improve the efficiency of the production and distribution of energy;
- ii. increase the availability, distribution, and market share of energy efficient technologies, including those listed in Section I-Ai above: and/or
- iii. demonstrate the application of energy efficient technologies, including those listed in Section I-Ai above.

The Grant(s) awarded from this solicitation will be for actual costs during the grant period, supported by documentation. This RFP-P provides interested parties with sufficient information to enable them to prepare and submit pre-proposals for consideration by the State of Michigan.

I-B Eligibility Requirements

It is anticipated that one or more grants will be awarded to non-profit organizations, governmental agencies, educational institutions, and/or

businesses. Preference will be given to projects that have a positive impact on energy efficiency and the economy of Michigan.

I-C Issuing Office and Funding Source

This RFP-P is issued by the Michigan Public Service Commission (Issuing Office) in coordination with the Michigan Department of Labor and Economic Growth, Division of Purchasing and Grant Services, LeAnn Droste, Director. The Division is the point of contact in the State for this RFP for purposes of grant administration. For technical assistance on program administration, the point of contact is Cheryl Rojas, Project Manager, Michigan Public Service Commission Competitive Energy Division, 6545 Mercantile Way, PO Box 30221, Lansing, Michigan 48911; telephone number (517) 241-6118; fax number (517) 373-3113.

This grant project will be funded 100% by savings resulting from revenues generated under the Interim Rate Relief Order issued on February 20, 2004, in the Detroit Edison Case U-13808.

I-D Pre-Proposal Review Process

Pre-proposals will be reviewed by the Michigan Public Service Commission and evaluated as to how closely the proposed project meets the objectives of the Grant guidelines. Each applicant will receive an evaluation as to whether or not, given the project description provided, the applicant is “more likely” or “less likely” to compare favorably to the selection criteria. After the evaluation of the pre-proposals is completed and comments are returned to the applicants, a full Request for Proposals will be issued. All pre-proposal applicants will be eligible to submit a full proposal. A determination that the pre-proposal is “more likely” to compare favorably to the selection criteria does not guarantee that the applicant will be funded for the grant. A determination that the pre-proposal is “less likely” does not mean the applicant is precluded from submitting a full proposal and being considered for grant funding. Submission of a pre-proposal does not bind the applicant to submit a full proposal. To be eligible to submit a full proposal, the applicant must submit a pre-proposal.

I-E Grant Award

It is expected that, based on the review of the full proposals, one or more grants will be awarded. The total amount of grants awarded will be \$6 million.

I-F Incurring Costs

The State of Michigan is not liable for any cost incurred by an applicant prior to issuance of a grant agreement.

I-G Pre-proposal Conference

No pre-proposal conference will be held for this RFP-P. Any inquiries should be submitted as outlined in Section I-H.

I-H Inquiries

Questions that arise as a result of this RFP-P must be submitted in writing to the issuing Office either by mail or fax. Telephonic questions cannot be answered. All questions must be submitted on or before the date specified in the cover letter.

I-I Changes to the RFP-P

Written answers to questions that change or substantially clarify the RFP-P will be provided to all prospective applicants on the Commission's website: <http://www.michigan.gov/mpsc>. The link can be found under "Spotlight" on the front page.

I-J Response Date

To be considered, pre-proposals must arrive at the Issuing Office on or before the date and time specified in the cover letter. Applicants mailing pre-proposals should allow time to ensure receipt of their pre-proposals on or before the deadline.

I-K Pre-Proposals

To be considered, applicants must submit a complete response to this RFP-P, using the format provided in Part II. An original signature copy plus eight additional copies of each pre-proposal must be submitted to the Issuing Office.

I-L News Release

News releases pertaining to this RFP-P or the project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

I-M Disclosure of Proposal Contents

Pre-proposals are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).

I-N Cancellation of Pre-Proposal Review

The State may cancel the pre-proposal review process in the event the State no longer desires the project due to program changes, changes in laws, funding, rules or regulations, and/or relocation of offices, the State may cancel this process without further liability to the State, its departments, divisions, agencies,

sections, commissions, officers, agents and employees by giving the applicants written notice of such cancellation 30 days prior to the date of cancellation.

## PART II

### INFORMATION REQUIRED FROM APPLICANTS

Grant pre-proposals must be submitted in the format outlined below. Please allow no more than six (6) pages total for your response to these questions, double-spaced and in a 12-point font. A successful pre-proposal will include complete, concise responses to the following questions.

1. What is the problem being addressed by this project?
  - a. What energy efficiency technology or technologies are you developing, planning to improve, market, or demonstrate?
  - b. At what stage of development is this energy efficiency technology?
  - c. What Michigan energy customers are affected?
2. What is the solution you are proposing to the problem described above?
  - a. How will this proposed solution address the problem?
  - b. Are there other agencies, organizations, or other types of partners currently involved with your organization in resolving this problem?
    - i. Who are they?
    - ii. What is their past and current involvement with this project?
    - iii. What is the plan for this organization's future involvement with this project?
  - c. What is the timeframe for resolving this problem?
3. What are the funding requirements for this project?
  - a. what is the projected budget for this project?
  - b. What other sources of funding will be used for this project and on what basis do you believe this funding is assured?
  - c. What is the projected amount requested from the Michigan Energy Efficiency Grant Fund?
4. What benefits will be realized if this project is funded?
  - a. What are the potential energy savings projected to result from this project and over what time frame?
  - b. What are the potential economic benefits to Michigan's citizens projected to result from this project and over what time frame?
  - c. Which customer classes (residential, commercial, industrial) will be the primary beneficiaries of this project?
  - d. Will the project have significant statewide benefit?
5. Is this project viewed as one-time initiative or would there be a need for additional funding in future years for this project?
6. Provide a brief description of your organization's qualifications to carry out this project.