



**COMMUNITY ENERGY MANAGEMENT SERVICES
UPPER PENINSULA GRANT**

REQUEST FOR PROPOSALS

Issue Date: January 14, 2016

Response Due: January 29, 2016

**Michigan Energy Office
Michigan Agency for Energy
7109 W. Saginaw Highway
Lansing, MI 48917**

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Community Energy Management Services Grants

Request for Proposals

PART I

GENERAL INFORMATION

I-A Purpose

The Michigan Energy Office (MEO) is offering grants to Michigan local governments, businesses, and non-profit organizations located in the Upper Peninsula for Community Energy Management (CEM) services and related staff support. These grants will facilitate the development of a Community Energy Management program at Michigan local governments by providing funds for staff training and development, creation of a new CEM position, and/or third-party CEM assistance from a qualified business or nonprofit organization. Funding will be available under 2 Areas of Interest: a) Third-party CEM Services and b) CEM Training & Direct Support for Local Governments. Additional information on each area of interest can be found in section III-E.

For the purposes of this RFP, a Community Energy Manager is an individual or service provider that helps municipal leaders and staff reduce energy waste through development and implementation of sound local energy policies that foster creation of a local Energy Plan and effective management of municipality energy management programs. CEMs are also the local champion and information resource for other energy projects/programs within the community.

Third-party organizations applying under Area of Interest 1 are expected to service multiple local governments under their proposal, and partnerships among organizations are encouraged. Communities applying directly under Area of Interest 2 may take an individual or shared approach. It is expected that local governments under this grant will be located in the Upper Peninsula, and communities expected to be negatively impacted by anticipated coal plant closures will receive priority consideration under this grant. MEO reserves the right to approve local governments recommended for Community Energy Manager technical assistance.

I-B Grant Award

A total of \$30,000 in funding is expected to be available. Applicant(s) must provide a complete Budget using the [Approved Budget Form](#) (See Section IV-B). Budgets must be itemized and be accompanied by a budget narrative which adequately describes each budget category.

All applicants must provide a **minimum 100 percent (100%) match** of the total requested grant funds (a.k.a “State share”). **Match greater than 1:1 is strongly encouraged.** Match may consist of dollars, in-kind personnel hours, or a combination thereof, and may be contributed by the direct applicant and/or partnering organization/community; however, it must occur within the grant period. The sum of the

State share plus the Recipient share of allowable costs will equal the total allowable project cost (see Section IV-B).

The Michigan Energy Office (MEO) will award funds to applicants that agree to the terms set forth in this RFP and the [Grant Agreement](#). The MEO, on behalf of the Michigan Agency for Energy (MAE) and the Department of Licensing and Regulatory Affairs (LARA), may negotiate the scope of work, budget, reporting periods, report format, and reporting content. All other requirements are non-negotiable. Funds must be expended by August 31, 2016.

I-C Eligibility Requirements

Any local government, and any business or non-profit organization with proven experience in assisting local governments with energy efficiency and/or renewable energy goal-setting and project implementation physically located in Michigan, is eligible to apply. Please note that communities described in Section III-C, item #3, will receive priority consideration for participation under this grant. (See Sections III-G, III-H, and the Grant Agreement for additional requirements and exclusions).

I-D Issuing Office and Point of Contact

This Request for Proposals (RFP) has been issued by the MEO. Questions that arise as a result of this RFP must be submitted to the MEO by email only. Telephonic questions cannot be answered. All questions must be submitted on or before 5:00 PM, January 21, 2016. All questions regarding this solicitation should be directed to:

Tania Howard

Howardt6@michigan.gov

I-E Changes to the RFP and Responses to Questions

Written answers to questions, changes, and/or clarifications will be posted at: www.michigan.gov/energy by January 25, 2016.

I-F Pre-proposal Conference

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

I-G Proposals

To be considered, applicants must submit a complete response to this RFP, addressing the Work Statement provided in Part III and using the format and attachments provided in Part IV. An original signature copy plus one electronic copy of each proposal must be submitted to the Issuing Office. A PDF document of the signed proposal must be submitted to the RFP Issuer. An electronic copy may be emailed to the RFP Issuer or submitted as a PDF document saved to a USB drive. Proposal must be original and cannot be funded in part or whole by another entity without the MEO's consent. An official who is authorized to bind the applicant to its provisions (an "Authorized Negotiator") must sign the proposal. For this RFP, the proposal must remain valid for at least sixty (60) calendar days.

I-H Response Date

Proposals must arrive at the Issuing Office by 4:00 PM on January 29, 2016.

Mail or hand deliver hard copy proposals to: Tania Howard, Michigan Energy Office, Michigan Agency for Energy, 7109 W. Saginaw Highway, Lansing, MI 48917.

Applicants mailing proposals should allow normal delivery time to ensure timely receipt of their proposal. Electronic copy proposals may be emailed to Tania Howard at Howardt6@michigan.gov. Proposals must be submitted as complete documents.

Additional information pertaining to the proposal received after the due date and time will not be accepted.

I-I Oral Presentation

Applicants may be required to make an oral presentation of their proposal to the State.

These presentations provide opportunity for the applicant to clarify the proposal to ensure thorough mutual understanding. The Issuing Office will schedule these presentations as necessary.

I-J Project Clarifications/Revisions

During the proposal review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetables, and budgeted costs.

The Issuing Office reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed project.

I-K Rejection of Proposals

The MEO reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State and MEO. The MEO will not award a grant solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

I-L Acceptance of Proposal Content

The contents of this RFP and the proposal of the selected applicant become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations shall result in cancellation of the award.

The successful applicant(s) will be required to accept all terms and enter into a Grant Agreement with the State within 45 calendar days of being notified of funding availability. The Agreement consists of standard contract language, applicant's work plan, timetable, and budget information, a compensation clause that adheres to guidelines in this solicitation, and terms and conditions that outline additional requirements.

I-M Incurring Costs

The State and the MEO is not liable for any costs incurred by an applicant prior to issuance of a grant agreement.

I-N Economy of Preparation

Proposals should be prepared simply and economically, providing a straight-forward, concise description of the applicant's ability to meet the requirements of the RFP.

Professional bindings, colored displays, promotional materials, and so forth, are not desired. Emphasis should be on completeness and clarity of content.

I-O News Releases

News releases (including promotional literature and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

I-P Disclosure of Proposal Contents

All information in a bidder's proposal and any Grant resulting from this RFP is subject to the provisions of the Freedom of Information Act, 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

I-Q Davis-Bacon Act Requirements

The Davis-Bacon Act requires that all laborers and mechanics that are non-government employees receive prevailing wages. This requires that the Department of Labor (DOL) wage rate report is included with agreements that are affected by the Davis-Bacon Act requirement. If applicable, all positions that are related to an agreement subject to the Davis-Bacon Act must be classified accordingly. Weekly time reporting requirements and necessary forms are listed in the Grant Agreement, Addendum to Part II. Detailed information about the Davis Bacon Act can be found here:

<http://www.dol.gov/compliance/guide/dbra.htm>

I-R Copyrighted Materials

See Section 3.11 of the Grant Agreement for a summary of intellectual property provisions.

I-S Prime Applicant Responsibilities

The selected applicant will be required to assume responsibility for all grant activities offered in the proposal whether or not that applicant performs them. Further, the State and MEO will consider the selected applicant (Recipient) to be the sole point of contact with regard to grant matters, including but not limited to payment of any and all costs resulting from the anticipated grant. If any part of the work is to be subcontracted, the Recipient must notify the MEO and identify the subcontractor(s), including firm name and address, contact person, complete description of work to be subcontracted, descriptive information concerning subcontractor's organizational abilities, Federal Employer Identification Number (FEIN), DUNS number, and/or state license number. The State and MEO reserves the right to approve subcontractors for the project and to require the Recipient to replace subcontractors found to be unacceptable. The Recipient is totally responsible for adherence by the subcontractor to all provisions of the Grant. For additional information, see Section 2.2 of the Grant Agreement for a summary of delegation provisions.

I-T Partner Responsibilities

Organizations partnering with selected applicant(s) must comply with the requirements of the solicitation and will be held to the same standards as prime applicants (See Section I-S).

PART II

SELECTION CRITERIA

All proposals received shall be subject to an evaluation by the MEO. The evaluation will be conducted in a manner appropriate to select the applicant(s) for the purpose of entering into a Grant Agreement to perform the proposed project within the established timeline. Initial screening of the applications will be conducted to ensure applicants and projects meet all eligibility requirements.

Proposals failing to meet the eligibility requirements described in Sections I-C, III-G, and III-H, that do not comply with the requirements of the Grant Agreement, and/or which are incomplete, will be rejected automatically. Proposals meeting the eligibility requirements will be evaluated according to the scoring criteria and weighting factors below. Applicants may be asked to make oral presentations before a final decision is made.

Total maximum points is 100.

Proposal Quality and Completeness of Work Plan, Timeline, and Budget (25 Points)
Proposals will be evaluated based on the level of detail and overall quality of information contained within the proposal documents – particularly the Work Plan, Timeline, and Budget.

Experience of Organization/Project Team (25 Points)
Proposals will be evaluated on the experience and qualifications of the organization and project team in carrying out related projects.

Project Feasibility and Impact (25 Points)
Projects will be evaluated on their likelihood of success and feasibility to achieve the purpose, outcomes, and tasks required by this RFP within the established timeframe. Anticipated short and long-term impacts will also be evaluated.

Program Priorities (25 Points)
Projects incorporating the program priorities of the Michigan Energy Office, Community Energy Management Services Grant (see Section III-F).

PART III

WORK STATEMENT

III-A Purpose

The Michigan Energy Office (MEO) is offering grants to Michigan local governments, businesses, and non-profit organizations in the Upper Peninsula for Community Energy Management (CEM) services and related staff support. These grants will facilitate the development of a Community Energy Management program at Michigan local governments by providing funds for staff training and development, creation of a new CEM position, and/or third-party CEM assistance from a qualified business or nonprofit organization. Funding will be available under 2 Areas of Interest: a) Third-party CEM Services and b) CEM Training & Direct Support for Local Governments. Additional information on each area of interest can be found in section III-E.

For the purposes of this RFP, a Community Energy Manager is an individual or service provider that helps municipal leaders and staff reduce energy waste through development and implementation of sound local energy policies that foster creation of a local Energy Plan and effective management of municipality energy management programs. CEMs are also the local champion and information resource for other energy projects/programs within the community.

Michigan local governments with a Community Energy Manager are well-positioned to proactively plan for and implement strategic energy efficiency, renewable energy, and related sustainability investments and respond to opportunities in these areas. This results in greater potential for energy waste reduction, monetary savings from reduced operating costs, local economic activity, and positions local governments as leaders-by-example for residents, businesses, and other organizations within the broader community.

Grant recipients will have access to a community energy toolkit, which will include [CEM best practices](#), [CEM sample position description](#), and related guidance documents. These documents will serve as a framework for communities developing a CEM staff position as well as for third-party organizations providing CEM services on their behalf. The best practices are also designed to be compatible with the MEDC's [Redevelopment Ready Communities®](#) (RRC) program best practices, to encourage a community's participation in both programs. However, the toolkit will be available as a resource for any interested municipality/partner.

Third-party organizations applying under Area of Interest 1 are expected to service multiple local governments under their proposal, and partnerships among organizations are encouraged. Communities applying directly under Area of Interest 2 may take an individual or shared approach. It is expected that local governments under this grant will be located in the Upper Peninsula, and communities expected to be negatively impacted by anticipated coal plant closures will receive priority consideration under this grant. MEO reserves the right to approve local governments recommended for Community Energy Manager technical assistance.

NOTE: The State reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of any and all proposals received as a result of this RFP.

III-B Problem Statement

Only a small number of local governments in Michigan have the benefit of a dedicated Community Energy Manager. However, this often prevents local governments from taking advantage of available programs and the benefits that come from a more strategic focus on energy efficiency, renewable energy, and related sustainability issues. By having a dedicated Community Energy Manager, a community can identify opportunities for energy waste reduction and realize substantial annual savings as a result, which can then be reinvested in core community programs. Due to the unique challenges faced by the Upper Peninsula, we are seeking targeted assistance for this area.

III-C Objectives

The objectives of the Community Energy Management Services Grant, this RFP, and projects funded hereunder are:

1. To encourage strategic energy planning and investment in Michigan communities
2. To assist Michigan local governments in developing energy goals, objectives and funding strategies and incorporating them into local government operations and plans by embedding a Community Energy Manager into local government operations and pursuing [Community Energy Management Best Practices](#).
3. To reduce operating costs for local governments, support local job creation and free up capital to re-invest in local government priorities.
4. To establish a business case that will encourage local government staff focus on energy efficiency, renewable energy, and other sustainability goals.
5. To increase awareness of energy efficiency and renewable energy opportunities and benefits among local leadership, planning departments, building managers, and other municipal staff
6. To reduce energy waste and encourage prioritization of clean energy projects at municipal facilities
7. To position local governments as leaders in responsible energy management and demonstrating the benefits of energy efficiency and renewable energy to the broader community

III-D Tasks

Applicants must clearly and succinctly explain how they will accomplish each required task below, which must be completed during the grant period. Applicants are encouraged to design additional tasks that address the expressed needs of the program and the State, but also capitalize on the strengths of the applicant.

1. In the proposal – Identify and assemble a project team to implement the project. Identify the roles and responsibilities of all team members.
2. In the proposal – Create a project plan outlining the general aspects of the project, including major tasks, decision points, and plans for project evaluation. Identify

- any contractual services that may be required for project completion, including a description of the manner in which Community Energy Managers will be provided (by in-house applicant staff, new position, subcontracted, etc.). Include a project timeline.
3. Manage project development and implementation, including completion of the following key subtasks:
 - a. Serve as or Select and provide/identify training and oversight for Community Energy Managers.
 - b. Identify which specific [best practices](#) will be pursued during the grant period.
 - c. Provide opportunities for Community Energy Managers to share best practices with one another and with other local governments.
 - d. For a detailed description of the CEM position scope, see the [CEM sample position description](#). Deliverables for the Community Energy Managers during the project period should include but are not limited to:
 - i. Regular onsite meetings and relationship-building with each local government’s key decision makers to understand their energy concerns and needs.
 - ii. Meet one-on-one with local government officials and staff to provide education on energy technologies, strategies, and financing tools.
 - iii. Benchmark local government energy and sustainability actions and compare with like communities, including enrollment in the U.S. Environmental Protection Agency’s ENERGY STAR Portfolio Manager.
 - iv. Develop a prioritized energy action plan to pursue targeted energy savings, water savings, cost savings, and greenhouse gas reductions that is specific to the local government’s needs.
 - v. Utilize the energy action plan to identify and pursue priority funding opportunities that is specific to the local government’s needs, including engagement with utility provider(s).
 - vi. Identify in-kind support and long-term viability for the role of a local government staff person focused on energy efficiency, renewable energy, and other sustainability goals (i.e., Community Energy Manager).
 - vii. Oversee implementation of one or more project in each local government that improves building energy efficiency.
 4. Actively engage with and provide community feedback to the MEO over the course of the grant period
 5. Provide project evaluation data to the MEO at the project mid-point and at the end of the grant period
 6. Submit monthly progress and financial status reports as outlined in the Grant Agreement
 7. Submit a comprehensive final report and final payment request as outlined in the Grant Agreement.

III-E Areas of Interest

1. Third-party CEM Services – Funding will be provided for businesses and

nonprofit organizations to provide CEM Services to local governments, and provide related guidance to local leaders, planning departments, building managers, and other municipal staff as appropriate, as they work through the energy goals identified by the communities, using the [CEM best practices](#) developed by the MEO and its grantee partners in 2015 as a guide. **Entities applying under this area of interest are expected to proactively engage communities and provide letters of intent / commitment from municipalities they intend to serve at the time of their proposal (subject to notification of a grant award under this program).**

CEM service providers will coordinate with the MEO as appropriate to provide continuous targeted technical assistance to participating communities during the grant period, and will provide regular feedback on the program and best practices implementation to MEO. Feedback gained over the course of these projects may be used to refine the best practices as necessary for future phases of the CEM program. **Programs and projects initiated during this grant will likely lead to on-going efforts and should prepare local governments for continued success after the grant period.**

2. CEM Training & Direct Support for Local Governments – Financial assistance will be made available directly to communities to develop or expand in-house expertise in energy topics. Community financial assistance will include any of the following strategies, as determined by community needs:
 - a. To fill knowledge gaps and facilitate professional development of existing municipal staff in relevant positions, financial assistance will be made available for attendance at trainings/workshops/seminars relating to energy management topics. The goal of this strategy is to expand the scope of one or more existing staff positions to include community energy management functions. This may be ideal for staff persons already serving in a sustainability and/or facilities management-related position, for example. **Municipalities applying for funding under this strategy will be expected to identify relevant staff, current roles/responsibilities, and training needs, and to the extent possible, identify specific training sessions of interest that will increase staff proficiency in topics relevant to Community Energy Management.**
 - b. Grant funds may also be used to partially fund a new limited-term staff position. Assuming successful demonstration of the new position and associated energy savings, the goal of this approach would be the creation of a permanent position funded by the community in subsequent years. Communities may also opt to share a Community Energy Manager with a neighboring community. A sample “shared CEM agreement” developed by Clean Energy Coalition under a FY 2015 MEO grant is available [here](#) for reference. **Municipalities must specify how many hours the Community Energy Manager will work each week, include a work plan delineating key community goals to be pursued during the grant period and approximate hours/time to be spent on each task, and solicit/support the**

position if awarded.

- c. Contract with a qualified consultant to serve as a Community Energy Manager. This is similar to Area of Interest 1, except in this case the municipality (or group of municipalities, if a shared approach is taken) will take the lead in defining its energy goals and work plan for the grant period, **and will be responsible for adhering to any applicable procurement policies. Consideration of a minimum of three (3) consultant organizations is expected in order to satisfy competitive bid requirements.**

Note: A municipality receiving services under Area of Interest 1 may not request assistance under Area of Interest 2, with the exception of funds for staff training.

III-F Program Priorities

To better allow the MEO to achieve the goals and requirements of the Community Energy Management Services Grant, applicants are encouraged to consider and incorporate the following funding priorities within their proposals to the fullest extent possible:

1. To increase accessibility to energy efficiency and renewable energy in Michigan communities
2. To showcase energy efficiency and/or renewable energy as an affordable, reliable, adaptable, and environmentally protective solution for Michigan's energy future.
3. To provide assistance to Upper Peninsula communities, particularly those expected to be impacted by anticipated coal plant closures.
4. To encourage inclusion of energy planning among communities pursuing the MEDC's [Redevelopment Ready Communities®](#) program
5. To cultivate public-private partnerships and knowledge-sharing and expand the impact of energy efficiency and/or renewable energy projects and related best practices

NOTE: The MEO reserves the right to award funds for the purpose of achieving an optimal range of projects, and to assure projects demonstrate their unique contribution and are not duplicative, or effectively duplicate, previously funded projects of State services.

III-G Eligible Projects

For purposes of this RFP, the following types of entities are eligible to apply:

Any local government, and any business or non-profit organization with proven experience in assisting local governments with energy efficiency and/or renewable energy goal-setting and project implementation physically located in Michigan, is eligible to apply. **Eligible projects must focus on communities located in Michigan's Upper Peninsula**, involve Community Energy Management services at Michigan communities, and involve/address one or more Area of Interest described in Section III-E. Impacted facilities must be occupied and have long range plans of continued use.

III-H Ineligible Projects

1. Projects deemed illegal under the law or inappropriate under contract management standards.
2. Projects considered scientifically unsound or significantly increase risks to workers and/or the public.
3. Projects that will not be conducted in Michigan.
4. Projects involving demonstration of non-commercially available equipment and technologies. This also includes projects involving the purchase of equipment to conduct research, development, or demonstration of energy efficient or renewable energy technologies that are not commercially available.
5. Projects not directed to or lacking significant onsite energy efficiency and/or renewable energy benefits.
6. Projects that cannot be shared with or have restricted transferability to other entities in Michigan.
7. Projects requiring an environmental assessment study under the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. Section 4321 et seq.) unless the applicant can show proof of the Department of Energy's approval of the project.

PART IV
INFORMATION REQUIRED FROM APPLICANTS

Applicant(s) must complete the Worksheet in Section IV-A and attach the materials listed below. Applicant(s) must submit one hard copy and one electronic PDF copy of their application. Please note, no other worksheet or facsimile will be accepted. The hard copy worksheet must have an original signature.

NOTE: The following information must be submitted by all applicants to be considered.
Failure to attach/include the requested information will result in the rejection of the proposal.

1. Proposal Worksheet (see link and instructions below)
2. Approved Budget Form (see link and instructions below)
3. Detailed Timeline – timeline for successfully completing each required task, including key sub-tasks and critical decision points to be undertaken during the grant.
4. Applicant Organizational Chart – organizational chart detailing the management structure of the applicant organization.
5. An acknowledgement that the applicant has registered as a vendor with the State of Michigan on Contract and Payment Express (C&PE). If you are an existing vendor and have an account in C&PE, please verify that all your account information is correct. If not, please use the C&PE website to register. This web site is for the exclusive use of the vendors and individuals intent on doing business with the State of Michigan and allows you to be paid in the event that you are awarded a contract. Your registration may take up to two weeks to be processed.
<https://mainfacsp.dmb.state.mi.us/payee/servlet/us.mi.state.eft.WelcomeServlet>
6. Parent Organizational Chart (if applicable) – organizational chart detailing the management hierarchy of the Parent Organization, and its relationship to the applicant organization.
7. Partner Organizational Chart (if applicable) – organizational chart detailing the management hierarchy of the Partner Organization, and its relationship to the applicant organization. Attach an organizational chart for each Partner Organization.
8. Letter(s) of Support / Commitment from Partner Organization(s).
9. Contact Information and Resumes of Personnel Listed in Budget.
10. Most recent copy of the A-133 or outside audit (IF an A-133 or outside audit has been completed) OR the most recent financial statements (balance sheet and income statement).
11. Additional Information and Comments (if applicable)
12. State Historic Preservation Office (SHPO) Section 106 Review Form [Attachment 1] (see link and instructions below)
13. National Environmental Policy Act (NEPA) Form [Attachment 2] (see link and instructions below)

Please see instructions below for additional information:

IV-A Proposal Worksheet

Complete the Proposal Worksheet and attach additional sheets as necessary. Use the

appropriate section headers when continuing answers on additional sheets. Please ensure that all text entered into the Proposal Worksheet fields is visible (i.e. not cut off) upon printing. **Also, please note that Adobe Reader 8 or higher is required in order to SAVE TEXT entered in the form.** The latest version of Adobe Reader can be downloaded from www.adobe.com for free. It is recommended that applicants test the ability to save the form with text entered before entering a large amount of information into the form.

The Proposal Worksheet is available here:

<http://www.michiganbusiness.org/MEO-Proposal-Worksheet/>

IV-B Approved Budget Form

1. Applicant(s) must use the **Approved Budget Form** available here: http://www.michigan.gov/documents/mdcd/Approved_Budget_Form_398684_7.xls. All budget categories must be addressed. Please use “N/A” or “None” to indicate there are no costs associated with a given budget category.
2. The following costs are **disallowed**: sick pay, holiday pay, payroll taxes, vehicles, computers, real property (e.g. land and buildings), parking, tuition reimbursement/remission, vehicle allowance, car rental, subscriptions, dues, memberships, and repair of buildings and structures.
3. All applicants must provide a **minimum 100 percent (100%) match** of the total requested grant funds (aka “State share”).
4. The sum of the State share plus the recipient share of allowable costs will equal the total allowable project cost.
5. Personnel – include all staff performing work on the project. For each staff person, provide their name, job title, annual salary/wages, and percent of time dedicated to the grant project. *NOTE: The state may require Davis Bacon Act or prevailing wage rates to be paid.* Detailed information about the Davis Bacon Act can be found here: <http://www.dol.gov/compliance/guide/dbra.htm>
6. Fringe Benefits – allowable benefits typically include health insurance, dental insurance, and optical insurance. For each listed staff person, provide their fringe benefit rate, and confirm their annual fringe benefit cost. Note, applicant(s) will be required to detail/justify the fringe rates given in their proposed budget prior to an agreement being finalized.
7. Contractual Services – include all anticipated service contracts required for the project. Provide the vendor or contract name, the service to be provided, and the dollar amounts to be paid using grant funds and/or matching funds.
8. Supplies & Materials – include items costing less than \$5,000 per unit. Provide the item, unit cost, and quantity of units. Confirm the matching funds amount, if applicable.
9. Equipment – include items costing \$5,000 or more per unit and having a useful life of one year or more. Provide the item, unit cost, quantity of units, and the dollar amounts to be paid using grant funds, and/or matching funds.
10. Other Direct Costs - include all other known direct costs not otherwise categorized or disallowed. Provide the title/name and the cost of each item/service listed.
11. Travel – include all mileage, lodging, meals, and other known travel costs. Provide travel costs separately as mileage, lodging, meals, and other known travel costs. State of Michigan travel rates must be used for all travel expenses and out-of-state travel must be directly related to the grant project and approved by the State Energy

Program Manager. State of Michigan Travel Rates are posted by the Michigan Department of Technology, Management & Budget. Use the rates provided here: http://www.michigan.gov/dtmb/0,4568,7-150-9141_13132---,00.html

12. Indirect Rate – Provide the indirect rate (up to 20% maximum) used by applicant’s organization as a percentage of total personnel and fringe benefits. Confirm the resulting dollar amount for grant funds. **Note: applicant(s) will be required to detail/justify their indirect rate given in their budget prior to an agreement being finalized.**
13. Totals – confirm the total dollar amounts for each listed line item and each column.

Additional Budget Information:

1. At such time that proposals are approved by the MEO, modifications of proposals may be necessary. If the MEO does not award the total amount requested in the original proposal, selected applicant(s) will be required to submit a revised proposal for the purpose of entering into a Grant Agreement. For those receiving less than requested in their proposals, the proportion of direct costs to indirect costs will remain the same as in their original request. New line items to the revised budget are not allowed.
2. Selected applicant(s) assumes the responsibility for ensuring the grant project is performed within the established timeline.
3. Selected applicant(s) assumes the responsibility of ensuring all unexpended grant funds are returned to the State of Michigan at the end of the grant period.
4. If the entire State share of the grant award is expended, the entire in-kind and/or matched funds must be spent and supported by source documentation. If the entire State share of the grant award is not spent, the in-kind and/or matched funds may be reduced proportionately by the percentage of the grant award not spent.
5. Indirect costs *must be proportionately reduced* if the selected applicant(s) does not expend the entire grant award by the end of the grant term. The adjustment for the reduction shall be calculated by determining the percentage of the grant not spent. This percentage is the amount to be reduced from the indirect costs total. Indirect costs shall be based on a percentage of the budget line items listed under the State share column. Indirect costs must be utilized for this grant within the established timeline.
6. Selected applicant(s) may not commingle award funds with current or future awards received from the SEP. Financial assistance from each funding source must be managed, reported, and accounted for separately from all funding sources.
7. Should selected applicant(s) cease business operations or dissolve the program established under the grant agreement, existing capital must be returned to the State of Michigan.
8. The State and MEO anticipate the grant period will start March 1, 2016 and will end on August 31, 2016.

IV-C State Historic Preservation Office (SHPO) Section 106 Review Form (Attachment 1)

If the applicant is conducting ground-disturbing activity or work on a building(s) that is/are at least fifty years of age or older, applicant must complete in full the State Historic Preservation Office Application for Section 106 Review. The review process must be completed prior to the expenditure of federal funds. No project that results in an adverse effect to a historic property will be considered for funding. Projects may be modified to

avoid adverse effects. **Submit this form with your proposal to the Michigan Energy Office. The MEO will review and forward to the State Historic Preservation Office as necessary.**

ATTACHMENT 1 is available here:

http://www.michigan.gov/documents/mdcd/2013_SHPO_form_415073_7.doc

IV-D National Environmental Policy Act (NEPA) Form [Attachment 2]

All activities undertaken with grant funds must comply with the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. Section 4321 et seq). It is the Recipient's responsibility to acquire all necessary environmental permits to operate in the State of Michigan. **Submit this form with your proposal.**

ATTACHMENT 2 is available here:

http://www.michigan.gov/documents/mdcd/MEO_NEPA_FORM_433885_7.doc