



# **Rebuild Michigan**

## **Regional Technical Assistant Guide**

**Prepared By:**

**Michigan Economic Development Corporation  
Michigan Energy Office**

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## What is an RTA?

The Regional Technical Assistant (RTA) designation is an officially supported partnership of the Rebuild MI Program. Its purpose is to provide additional support services to Rebuild Community Clients (RCCs) in the pursuit of improving facility energy use. This is typically done through conducting an Introductory Energy Evaluation (IEE), and can be supplemented by training events/webinars, stakeholder meetings, and outreach campaigns. Both non-profit and for-profit institutions are encouraged to apply for the RTA designation.

Each RTA partnership is approved by the Michigan Energy Office (MEO) through the RTA Application process. This application examines the organization's ability to evaluate and recommend effective energy conservation opportunities. For RTA consideration, one would need to complete the RTA application and possess the necessary qualifications, experience, capacity, and activity levels expected from a Rebuild MI RTA partnership.

The Michigan Energy Office will review your application and render a decision within ten (10) business days. You will receive an acceptance, denial, or additional information needed letter. If accepted, you will be listed on the Energy Office's webpage and will gain access to partnership benefits. If you are asked to provide additional information, please return all requested materials back to MEO within five (5) business days, unless another arrangement has been agreed upon by the applicant and

a Rebuild Michigan Program representative. If your organization is rejected, the denial letter will outline the reasons why. You are free to reapply at any time once those issues have been resolved.

## What Are Service Regions?

The Michigan Energy Office has divided the State into five (5) strategic service regions (Figure 1.0) and each



Figure 1.0

RTA will be responsible for servicing at least one "primary" region. A primary region is determined solely on the organization's absolute location within a given regional boundary. For example: if your office is located in Wayne County, your primary region would be Region 5: Southeast MI Region. You will be required to perform the full range of Rebuild services within your primary region. This provision is to ensure adequate statewide Rebuild coverage and will help focus efforts in an RTA's immediate community. You will also be allowed the option to choose **one** secondary region. The secondary region is optional, but it must be adjacent to

your organization's primary region. A secondary region is utilized to expand coverage areas and allows flexibility to organizations who reside on regional boundaries. The only difference between a secondary and primary region is that you can only apply for Rebuild grants through your designated primary region. If you elect to service two regions, you must demonstrate your organization's capability to support both.

To summarize, an RTA must have a primary region in which to service. Your primary region is determined by your organization's physical address. An RTA may choose to service a secondary region which is adjacent to their primary. You cannot apply to grants through your secondary region. If you need to change either a primary (due to relocation) or secondary region for any reason, you can only do so if you are not currently bound by a Rebuild grant contract.

If an individual organization has two completely separate and independent physical locations within Michigan, that organization may apply for two separate RTA designations as long as they do not fall within the same primary region.

### **RTA Regional Objectives**

The overarching goal of an RTA is to promote energy efficiency and conservation within its designated region(s). This may be accomplished in a variety of ways, including, but not limited to: conducting an IEE or advanced audit that is a direct result of an IEE, workshops, stakeholder meetings, and promotional/educational events. Rebuild MI also honors the work

performed under our partner programs, RETAP and Energy Works Michigan.

### **Annual RTA Renewal**

There will be an annual RTA Capstone Form sent out on the anniversary of the RTA's acceptance date (found on the top of an acceptance letter). The form will gauge how effective an organization was in administering the RTA Regional Objectives. If your organization is found to be deficient, the Michigan Energy Office reserves the right to discontinue your RTA designation. This ensures our Rebuild Community Clients that Rebuild MI is providing them with active, knowledgeable, and caring assistants who will provide them with quality evaluations and recommend viable options for moving forward in energy efficiency/conservation. This also ensures that inactive partners do not benefit from the program.

### **Benefits of the Partnership**

By enrolling as a Rebuild MI RTA, you will have access to the following:

- A. Opportunity to apply for one of five RTA grant solicitations (one grant per region)
- B. Energy Office IEE referrals and contract dollars
- C. Eligibility to receive subsidized energy training to keep your organization on the forefront of innovation and regulation (may not be offered every year)
- D. Listing on our webpage as a partner of the Rebuild MI Program
- E. Receive notifications on grant opportunities

- F. Receive the Rebuild MI Newsletter, which outlines the important work our partners, clients, and energy office staff have completed within each quarter. It will also keep you up to date on new technologies, workshops, programs, and grants related to energy efficiency.

### **Closing Remarks**

The overall goal for a Rebuild RTA is to provide superior service, expand Rebuild coverage, and promote energy efficient technologies. At Rebuild MI we strive to improve working knowledge, training, awareness, outreach and networking amongst the program, our RTAs, and RCCs. If you have any questions, concerns or comments, please be sure to contact a Rebuild MI representative found on the Rebuild webpage at: [www.michigan.gov/eorebuild](http://www.michigan.gov/eorebuild)

Please read below for an example first year RTA.



## RTA Walkthrough

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This section outlines an example for a Year 1 partner:

- 1) Fill out the “RTA Application Form” and submit it to the Michigan Energy Office via email. Open enrollment is all year long.
- 2) Receive an acceptance, denial, or need more info letter from the Energy Office within 10 business days. If accepted, be sure to check out the Rebuild website under the Maps section to verify your organization’s contact information is correct.
- 3) Frequently check the webpage for updates on items such as grants, contracts and training (As an RTA you should also receive e-mail blasts on these items). Begin outreach in your region through marketing, and awareness campaigns. These can be workshops, demonstrations, presentations, education/awareness, brochures, news articles, stakeholder meetings, etc...
- 4) As you ramp up regional outreach, you will begin making client contacts. You can enroll them in one of two ways: 1) If you received a regional grant 2) You can solicit the Rebuild program to contract the work (or the Rebuild program may contact you for a request). You will enroll them via the RCC Enrollment Form found on the Rebuild MI webpage. You will then send the enrollment agreement in to the Michigan Energy Office for approval. All clients must be approved by the Michigan Energy Office before any IEEs can be performed. Since there is no minimum square footage requirement, we need to be sure the enrolled buildings would benefit from the program.
- 5) On the annual anniversary of each RTA’s acceptance, each partner will be sent the RTA Capstone Form. This form will run through a simple list of questions that will determine the RTA partner’s activity level. Based on this activity, the Energy Office will determine whether or not to renew the RTA’s status. This is not a comprehensive review, but it should be clear that the partner was successful in promoting energy efficiency as well as the Rebuild Michigan program.
- 6) Once a renewal confirmation is received, the RTA can again apply for grants, contracts or training under the program.