

**Michigan Energy Efficiency Inquiries**  
**For Request for Proposal Dated April 10, 2008**

**Q – Our organization submitted a proposal in the previous RFP cycle (due April 4<sup>th</sup>) for a Green Community Program. Is it appropriate (or permitted) for us to submit the same proposal for the current RFP cycle (due May 1<sup>st</sup>) to give ourselves two chances of being funded?**

A – We are inviting all proposals that relate to the criteria found in the RFP. Your organization is welcome to resubmit.

**Q - Does this solicitation specifically exclude PHEV programs, as the recent RFP specifically included PHEV programs, i.e., would a PHEV program be appropriate and considered under this RFP?**

A – This RFP looks to expand the scope of work proposed, so a PHEV program would indeed be appropriate under this RFP.

**Q – Can a company submit more than one grant proposal? This in reference to MIEEG, Case NO. U-13129.**

A – Section I-U of the Request for Proposal titled: **Multiple Proposals from One Bidder Not Allowed**, page 6, states;

Applicants shall submit a single proposal only. Within the single proposal the applicant may identify options, .....

**Q - There is a Low-Inc. En. Eff. Grant U-13129, due May 1. Both are similar/identical in areas.**

**I don't know what the status of the first grant is but don't want to miss out on this next one. Can I apply for the same area – CFLs? If I don't get the first one should I rewrite for the second one?**

A – Three RFPs were released on April 10, 2008; Low-Income Energy Assistance, Low-Income Energy Efficiency and the Michigan Energy Efficiency. The CFL component that you reference is contained in the Michigan Energy Efficiency RFP.

We are inviting all proposals that relate to the criteria found in the RFP. Your organization is welcome to resubmit.

**Q – How is the ratio between direct deliverables and administration costs determined? Please define “direct deliverables” and “administration costs”**

A – Direct deliverables refers to the cost of items that the end user receives (i.e. the costs of energy education, the CFL light bulb, the photovoltaic or wind turbine, etc.). Administration is generally seen as all of the other costs involved in the project (i.e. salaries and benefits of management, indirect costs to run the business, etc.).

**Q – Are all required proposal components and supplemental documents included in the 40-page limit excluding the 6-page executive summary?**

A – The body of the proposal should be 40 pages. The body includes the budget, budget narrative and timeline. Resumes, letters of support, etc. are not included in the limit, but voluminous amounts of documentation will not increase the organization’s chances of receiving grant funds.

**Q – Do consecutive page numbers have to be included on all proposal components and supplemental documents excluding the 6-page executive summary?**

A – Please include page numbers on all proposal body components (see previous answer). Number the executive summary separately.

**Q – Will applicants be notified of the results of the review process regardless of success?**

A – Grant recipients will receive written notification after the Commission Order is released. The grantees will be announced in a press release and the Order will be available on the MPSC website [www.michigan.gov/mpsc](http://www.michigan.gov/mpsc).

**Q - The Energy Efficient Technologies portion of the RFP seems to indicate that start-up, for profit companies can propose novel and innovative alternative energy technologies that lead to new products for use in Michigan, and the creation of new jobs in Michigan, for funding in this program. Is this a correct interpretation, and will such proposals be considered for funding?**

A – Yes your interpretation is correct. All proposals that meet the requirements in the Request for Proposal will be considered for funding.

**Q - A question regarding section I-U *Multiple Proposals from One Bidder not Allowed*. Does this section mean only one proposal from an institution or is the restriction directed to an individual investigator at an institution?**

A - This means only one proposal from an institution is allowed

**Q – In regards to the MIEE Grant does the funding have to go toward energy efficient technologies in regards to low income housing? Can it be for wind, solar, fuel cell projects that have broader application?**

A – The Michigan Energy Efficiency Grant is intended for all classes, not just low income.

**Q – Our organization is headquartered outside of Michigan. However we have offices here in Michigan. Are we eligible to compete for this Grant as “Michigan based”?**

A – This grant is open to all with *preference* being given to Michigan based organizations. Having operations in Michigan provides a vested interest in Michigan and would qualify your organization.

**Q – Our organization is a publicly owned Corporation whose shares are traded on the NY Stock Exchange. As such do we qualify as a “private organization” under your eligibility requirements? (Section I-B (a))**

A – The purpose of Section I-B (a) is to inform applicants that this fund is open to all organizations. Yes your organization does qualify.

**Q – In part V-D (a), the RFP requires the applicant to “Describe the organizations existing activities and involvement related to this project. Include current active partners in the project and the role these partners are playing and current sources of funding and the level of funding each source provides.”**

**This suggests that the project is already underway. Sections (b) through (g) do not ask for this same information in the context of a future project. Should the applicant provide information in V-D (a) that would be the case if the proposed project goes forward?**

A – The key phrase in this section is “**related** to this project”. The Michigan Public Service would like to see the experience that your organization has had with projects **related** to the proposed project.

**Q – We would like to clarify an aspect of the RFP. In Section V-D (f) the RFP asks the applicant to “Describe “lessons learned” regarding administration and management of the program(s) funded by the grant in previous years.” If our applicant has never been funded in the past, do we simply note “N/A”? Or is the**

**applicant supposed to research previous grantees and try to find out what lessons they learned.**

A – Any section of the RFP that refers to previous LIEEF grant funding needs to be answered with “N/A” if your organization has never received a LIEEF grant.

**Q – Under Part V-E, Work Plan, employees from our organization will be primarily involved in developing educational programs, and a few will work in an advisory capacity with building contractors, etc.**

**Does “staff” refer to our organizational staff only, and not to other project team members, such as contractors, etc.?**

**Does staff time spent on this project mean in any capacity, such as educational program panning, or only in direct construction/labor on the physical project?**

A – In reference to section V-E, staff would be any employee that plays a role in the project. Contractors are not considered employees, so they must not be classified as staff.

Staff time spent on the project means in any capacity. Please provide sufficient information, as outlined in the RFP, on any staff member who will provide the means, no matter how small, to accomplish the goals of the project.

**Q – Under this solicitation, is an applicant required to provide matching funds and/or in-kind contributions, and if so, is there a minimum amount or percentage that is required?**

A – Matched/In-Kind funds are not required, but highly desirable. Matched/In-Kind funds show that the organization has a strong desire and a vested interest to accomplish the project.

**Q – With regards to “sharing cost savings,” what cost savings are being referred to, and what would be the percentage?**

A - This question is best answered with an example. If your organization is able to take advantage of economies of scale and receive a cheaper per unit price because of it, the State of Michigan expects to pay the cheaper per unit price.

**Q – Our company has been in business for around four (4) years, are we eligible?**

A – We prefer five (5) years of experience with projects similar to the proposed project, but your proposal will still be considered. This is not an automatic disqualifier.

**Q – Under the “Personnel” category, are we required to provide information on subcontractors that may be used through the Grant?**

A – Subcontractors are chosen after a competitive bid process has taken place. Subcontractor information should be provided under the “Contractual Services” category. Because of the competitive bidding requirements for hiring subcontractors, the subcontractor to be selected will be unknown at the time that your organization submits a grant proposal. Please provide information on the type of contractor that your organization will use. If your organization receives a grant award, we require a signed contract be provided between your organization and the subcontractors after the bidding has taken place.

**Q – Must we spend ALL of our own funds before touching the State funds? Also, we currently have no federal funding; must we get that before touching State funds according to section II-E: Order of Spending?**

A – Throughout the grant contract period In-Kind/Matched funds must be spent proportionately with State funds. Section II-E references the end of the contract period where all In-Kind/Matched funds must be allocated regardless of State funds spent. No federal funding is required to be awarded a Michigan Energy Efficiency Grant.

**Q – Section V-D (b) Management Summary states “Provide a plan for promoting the program within the established timeline.” Does this mean develop a PR campaign?**

A – Section V-D (b) is open ended so that the applicant can design their own program and use whatever devices best suit their organization’s needs.

**Q – I am not sure I am reading the information on the grant proposal invitation correctly. Are applicants eligible to make application to purchase items such as energy efficient (Hybrid) vehicles for government use, or compact fluorescent lamps for government buildings? Also, how often do these grants become available to make application?**

A – Applicants are eligible to conduct projects of this type as long as it does not violate Section II-O **No State Employees or Legislators** of the Request for Proposal. There is no predetermined time frame for the release of the Michigan Energy Efficiency Request for Proposal.

**Q – What is the cap or average award (or range) for the Energy Efficiency Technology Program awards? (Alternatively, what is the number of awards anticipated?)**

A - The cap for the Energy Efficient Technology Program is \$12 million. The number of awards will be determined during the review process.

**Q – Does the prohibition of multiple bids apply across the three separate components (EE Technologies, CFLs, Green Community) or just within the components? If this applies across the components and if we have two proposals in different categories, would you prefer to see both of them and choose the one that best meets your needs (if selected)?**

A – Only one proposal is allowed per Request for Proposal from an organization. The Michigan Energy Efficiency Grant has three components and applicants can submit a single proposal that addresses more than one component. Please draft a single budget that reflects a clear definition between the individual components.

**Q – What are the reporting and accounting requirements for the in-kind contributions during the life of the project?**

A – In-Kind must be documented the same allocated funds that are to be reimbursed with State funds. If personnel hours are contributed toward the organization's In-Kind funds, then time sheets must be provided, etc. In-Kind must be recognized ratably during the grant period. For example, if 50% of the project is completed, then 50% of the In-Kind should be expensed.

**Q – Are we to only include personnel that are part of the grant request, or also all supporting in-kind personnel of the grant request?**

A - Please provide sufficient information, as outlined in the RFP, on any staff member who will provide the means, no matter how small, to accomplish the goals of the project especially if the staff member's time is to be considered In-Kind funding.

**Q – Does the inclusion of a prospective partner who is not the lead in the proposal, count as a submission from the non-lead and thus count as the one allowed proposal from this non-lead partner? Can you partner on several proposals, but take the lead on only one? Is a Partner considered a subcontractor and need to be bid?**

A – At this time the Michigan Public Service Commission prefers that an organization that has partnered with another applicant not submit a separate proposal. If two or

more organizations will provide nearly equal participation and consider themselves partners, then the proposal should reflect that it is from all partners with the lead organization as the liaison. If a sole-source contractor relationship is what you reference by "partner" then the Michigan Public Service Commission does not consider this a partnership and the other organizations should be subject to a bid process as outlined in the Request for Proposal.