



Benchmarking Public Buildings Grant RFP

Questions and Answers

Issue Date: November 4, 2015

1. Who can apply for this grant?

Any small business (fewer than 500 employees) or private non-profit entity with proven experience benchmarking public buildings, which is physically located in Michigan, is eligible to apply.

2. Can energy services companies apply on behalf of clients?

Yes. Energy Services Companies can apply on behalf of clients.

3. Can we apply for more than one client during this opportunity?

Yes, you can apply for more than one client. Eligible buildings include, but are not limited to, any public schools, municipal buildings, churches and congregations located in Michigan.

4. Is there a limit on the number of buildings any single applicant can apply for?

No. As long as you have commitment letters from the building owners you can apply for any number of buildings.

5. Is more square footage per applicant better?

Proposals will be evaluated based on the total number and square footage of buildings benchmarked and the cost of benchmarking (\$/building). Proposals with a large number of buildings and square footage is preferred over proposals with large number of buildings and small square footage or proposals with a small number of buildings and large square footage. For example, 10 buildings with a total of 1,000,000 sq. ft. is preferred over a proposal with 10 buildings and 100,000 sq. ft. (total) or a proposal with 2 buildings and 1,000,000 sq. ft. (total).

6. What are the match requirements for this grant?

The minimum match requirement is 1:1. That said, the preferred match requirement is 1:1.5. For example, if an applicant is requesting a \$10,000 grant, the preferred match would be \$15,000 in matching funds. In this case, the total project cost/budget will be \$25,000.

7. Are there additional guidelines on what can be used as match?

Applicants applying on behalf of the building owners usually use in-kind staff time for match. Time dedicated to this project by the building owner can also be used as in-kind match dollars. (e.g.: time to collect bills, meet with applicant, etc.). All match dollars must be trackable and documented.

8. Would this project require a walkthrough of the building?

No walkthrough is required. Benchmark the buildings by inputting its monthly energy and water consumption and cost data for the last twenty-four months into ENERGY STAR Portfolio Manager. Share the building and energy information of each organization with the State of Michigan master account or any other Portfolio Manager account designated by the Michigan Energy Office. See section III-D Tasks for detailed description.

9. How would an organization satisfy Task 5?

See link for - [How to Share Properties with Other Portfolio Manager® Users](#). Detailed instructions including State of Michigan account name will be provided to applicants once they are selected.

10. Please specify which level of permission would be required while sharing properties with the state.

Currently, the Energy Office is planning to ask for ‘read only access’.

11. Why is the Energy Office asking for Portfolio Manager Usernames and Passwords (Task 6) in addition to sharing the property?

Task 6 was initially put in place for data verification and account sharing purposes as the state needs to view and pull data from the account (one-way) to publish the energy star scores on the MEO website. But, the Energy Office is planning to eliminate Task 6 as a requirement for security reasons and to prevent changes to the account settings.

12. As part of the participating commitment letters, are building owners committing to sharing their utility information only with the State or might their organization be linked by name to utility data that is somehow publically posted? Will participating building owners have any anonymity?

The Energy Office will not post the actual utility or account information on the MEO website/other dedicated webpage but anticipates to share the ENERGY STAR score, utility cost per hour and energy use index (EUI) of participants. This will enable the participants to see how their buildings stack up against similar facilities in the state. For example, a public school district will be able to look at the website and see the Top 25 schools in the state (based on ENERGY STAR score) and will be able to determine where their schools are at when compared



to other schools in the state. The school district can then identify the lowest performing building in their district and can prioritize improvements and build a business case for implementing energy conservation measures.