



6/6/2023

FY2024 MEAP RFP

Response to Inquiries

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Part I: General Grant Information

No questions on this section

Part II: General Provisions

No questions on this section

Part III: Work Statement

Needs Assessment

Please provide information on the common needs assessment that is referenced on pages 19 and 20. Has it been developed? Is the plan to begin using the common needs assessment on Oct 1 or will it be phased in during FY 24?

The Assurance 16 Subcommittee of the MEAP Workgroup has been working with grantees and the State Team to develop a process for implementation of a needs assessment. This process is ongoing and may not be complete by October 1 and may need to be phased in during FY24.

If the subcommittee does not have a finalized common needs assessment on October 1, 2023, what will be the grant application expectation be?

Grantees should assess clients in a manner that is commonly been determined as a best practice among social service agencies. The assessment will include the cohort assignment.

Is the holistic assessment different from the common needs assessment referenced at the top of page 20 (#2)?

Language surrounding these terms continues to be refined. Needs assessment and holistic assessment have been used somewhat interchangeably. The refinement of these items is ongoing and will continue throughout the remainder of the current program year (FY2023) in preparation for FY2024. Applicants and current grantees will be working with MPSC and MDHHS staff to have additional progress made by October 1.

From the most recent Holistic Assessment Workgroup, there seems to be confusion around if everyone will be utilizing a common tool. Could you provide clarification on that?

The refinement of this is ongoing. At present, grantees should assess clients in a manner that has been determined a best practice among social service agencies. If unsure, grant applicants may enquire with Grant Administration regarding assessment methods and tools.

Also, will there be requirements on all clients receiving a holistic assessment versus a specifically identified population (there will be staffing implications based on this answer)?

It is expected that every engagement with a MEAP client will begin with an intake interview that is grounded in trauma informed practice and motivational interviewing. This will honor the customer as the primary decision maker and generates a holistic service plan. The energy door may be used to enhance economic security and promote self-sufficiency by addressing energy security needs. The assessment will include the cohort assignment.

How is "comprehensively assess" defined?

This is currently under discussion with the Assurance 16 subcommittee. This process is ongoing and may not be complete by October 1 and may need to be phased in during FY24. MPSC, MDHHS, and ICF will continue to work with the awarded grantees and other stakeholders to refine and enhance this process.

Will these terms be defined in policy?

Policy will be updated as subcommittee recommendations are approved and implemented.

Service Provision Categories

Re. III-D Tasks #4 – Please provide further guidance on the service provision categories – will they be the same as the FY23 cohorts?

This is currently under discussion with the Assurance 16 subcommittee. This process is ongoing and may not be complete by October 1 and may need to be phased in during FY24. MPSC, MDHHS, and ICF will continue to work with the awarded grantees and other stakeholders to refine and enhance these categories.

Current cohort assignments (customer on a fixed income, customer with high usage) would continue.

Pilot Projects

Re. III-C Objectives #6 p. 20 – Are grantees expected to develop an internal pilot program or is this referring to the APP Alignment soft launch?

There is no expectation for implementing any new pilot programs. If desired, applicants are encouraged to propose pilot projects that are energy related and should propose their best case for these pilots and how they align with MEAP objectives and tasks, include evaluation and data collection details.

MEAP Assistance Cap

Regarding Task #22 on page 21, the APP Alignment group is recommending there not be a cap for the pilot APP Alignment clients. Is that allowable with what is outlined in this task?

Policy will be updated as subcommittee recommendations are approved and implemented.

Part IV: Project Control and Reports

What are the "standardized outcome measures" and "prescribed intervals"? How often will the State MEAP Team request this information? Will this be defined in policy or solely at the discretion of the State MEAP Team?

Energy security will look different for different customer cohorts and will be defined by MDHHS & MPSC based on MEAP workgroup contributions. These will be developed with the group's definition of self-sufficiency in mind and will be streamlined in order to minimize data entry burden. If a customer is assessed into multiple cohorts, success metrics are assigned according to the primary tier. The defining and tracking of these items will be part of our ongoing process.

Previously existing reporting periods will be utilized. Policy will be updated as subcommittee recommendations are approved and implemented.

Are there any best practices for projecting spending related to Affordable Payment Plans?

One best practice shared during the Pre-Proposal Conference from a current grantee is that a one pager is provided every week from the utility company, and it has the amount that the company is projecting that we will spend each month through the rest of the program year for enrolled households.

The MEAP Workgroup (and the APP Alignment Subcommittee) will be a good place to work through some of these best practices. The next MEAP Workgroup Meeting is scheduled for 10 a.m. on June 20, 2023.

Part V: Information Required from Applicant

General

Should we budget for travel for MEAP meetings?

MEAP Workgroup meetings may occur again in person next program year as allowable. We will continue to have a remote option for these meetings. For contingency purposes, some grantees may want to include travel in their budgets, if applicable. This topic can be discussed at the next MEAP Workgroup Meeting on June 20, 2023.

Please explain task #27 on page 22 of the RFP “Issue a 1099-Misc Form to each vendor (provider) who received \$600 or more in MEAP funds, see ‘Specific Instructions’ State of Michigan’s guide for 1099 Reporting.”

Task #27 is included to make sure that non-profits stay compliant and aware of tax responsibilities. The 1099 form is an IRS document that organizations use to report payments made to independent contractors and others who are not considered employees for services rendered. This form should be issued to vendors who have received \$600 or more in one year. Non-employee compensation amounts should now be reported on form 1099-NEC and not 1099-MISC. Awardees should consult with their accountants and tax experts to ensure compliance.

Part VI: Evaluation and Selection Criteria

Will any additional technical assistance be available?

Yes, please contact Jamie Curtis (curtisj14@michigan.gov) for additional technical assistance through July 3, 2023.

Attachments

When will a budget template be available?

An excel version of the budget may be used as long as it meets the minimum criteria outlined in the RFP. Please contact Jamie Curtis (curtisj14@michigan.gov) for additional information and to receive a template.

Who should be included in the organizational chart? The entire organization or just those associated with the MEAP program?

Include at minimum those individuals listed on the MEAP budget. It is helpful to see where the MEAP-related staff fit into the broader organizational structure.