



# Michigan Energy Assistance Program Request for Proposals Grant Year 2027

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**May 1, 2026**

## **RFP Timeline**

- RFP Issue Date: May 1, 2026
- Optional pre-proposal Meeting: May 14, 2026, 10:00 a.m. to 12:00 p.m. Eastern
- Deadline for applicants to submit first round questions about this RFP: May 12, 2026, 3:00 p.m. and second round questions: May 27, 2026, 3:00 p.m. Eastern
- Anticipated date the State will post answers to first round applicant questions on [Michigan Energy Assistance Program](#): May 18, 2026, 3:00 p.m. and second round applicant questions on June 2, 2026, 3:00 p.m. Eastern
- Proposal Deadline June 12, 2026, 3:00 p.m. Eastern
- Anticipated Grant Start Date: October 1, 2026



**Dan Scripps, Chair**

**Katherine Peretick, Commissioner**

**Shaquila Myers, Commissioner**

# Table of Contents

<b>PART I: GENERAL GRANT INFORMATION .....</b>	<b>4</b>
I-A Statement of Purpose .....	4
I-B Eligibility Criteria .....	8
I-C Issuing Office and Funding Source .....	8
I-D Rejection of Proposals .....	9
I-E Incurring Costs.....	9
I-F Pre-proposal Meeting .....	9
I-G Applicant Questions .....	10
I-H Modifications.....	10
I-I Due Date.....	11
I-J Delivery of Proposals .....	11
I-K Acceptance of Proposal Content.....	12
I-L Economy of Preparation.....	12
I-M Prime Applicant Responsibilities.....	12
I-N Grant Payment Schedule .....	12
I-O News Releases .....	13
I-P Disclosure of Proposal Contents .....	13
I-Q Copyrighted Materials.....	13
<b>PART II: GENERAL PROVISIONS.....</b>	<b>13</b>
II-A Project Changes .....	13
II-B Delegation.....	13
II-C Program Income.....	14
II-D Share-in-Savings.....	14
II-E Order of Spending .....	14
II-F Purchase of Equipment.....	14
II-G Accounting .....	15
II-H Records Maintenance, Inspection, Examination, and Audit .....	15
II-I Competitive Bidding.....	16
II-J Liability .....	16

II-K Intellectual Property .....16

II-L Safety .....16

II-M General Indemnification .....17

II-N Termination ..... 18

II-O Conflicts and Ethics..... 20

II-P Non-Discrimination ..... 20

II-Q Unfair Labor Practices .....21

II-R Force Majeure .....21

II-S Media Releases.....21

II-T Website Incorporation .....21

II-U Certification Regarding Debarment.....21

II-V Illegal Influence.....22

II-W Governing Law.....23

II-X Compliance with Laws.....23

II-Y Disclosure of Litigation, or Other Proceeding .....23

II-Z Assignment.....23

II-AA Entire Grant and Modification..... 24

II-BB Grantee Relationship..... 24

II-CC Dispute Resolution..... 24

II-DD Severability..... 24

II-EE Waiver .....25

II-FF Confidentiality of State Data .....25

II-GG Background Checks ..... 30

II-HH Subcontracting..... 30

II-II No State Employees or Legislators..... 30

II-JJ E-Verify Certification ..... 30

II-KK Survival .....31

II-LL Independent Contractor .....31

II-MM Conflicts.....31

II-NN Web Content Accessibility Guidelines .....31

**PART III: WORK STATEMENT .....32**

III-A Purpose .....	32
III-B Problem Statement .....	33
III-C Objectives.....	35
III-D Tasks.....	36
<b>PART IV: PROJECT CONTROL &amp; REPORTS.....</b>	<b>40</b>
IV-A Project Control.....	40
IV-B Monitoring and Reporting Program Performance .....	40
<b>PART V: INFORMATION REQUIRED FROM THE APPLICANT .....</b>	<b>48</b>
V-A Identification of Organization (0 points).....	49
V-B Authorized Negotiator (0 points).....	49
V-C Method for Addressing the Problem (15 points) .....	49
V-D Management Summary (16 points).....	49
V-E Work Plan (45 points) .....	51
V-F Current and Prior Experience Disclosure (15 points) .....	54
V-G Key Personnel (8 points) .....	55
V-H Budget (9 points) .....	56
V-I Additional Information and Comments .....	63
V-J Certification of Proposal.....	63
V-K Required Attachments Checklist .....	63
<b>PART VI: EVALUATION AND SELECTION CRITERIA.....</b>	<b>64</b>
VI-A Criteria and Scoring .....	64

# PART I: GENERAL GRANT INFORMATION

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## I-A Statement of Purpose

The purpose of this Request for Proposals (RFP) is to obtain qualifications, workplans, and budgets for the administration of funding and provision of services in compliance with legal requirements for assisting income-qualified households in the reduction of home energy insecurity and the resolution of energy crisis situations.

The deadline for submitting a grant proposal is 3:00:00 PM on June 12, 2026. Proposals submitted at 3:00:01 PM are considered late. The anticipated announcement of grant awards will be in July 2026. The grant period is expected to begin October 1, 2026, and end no later than September 30, 2027.

The amount available is estimated to be \$93,000,000, consisting of an estimated amount of \$88,000,000 from the Low-Income Energy Assistance Fund (LIEAF) and \$5,000,000 from federal Low-Income Home Energy Assistance Program (LIHEAP) Assurance 16 funds.

[Public Act 615](#) of the Michigan Public Acts of 2012 (MCL 400.1231, et seq.) was enacted creating the Michigan Energy Assistance Act (MEAA) that requires the Michigan Department of Health and Human Services (MDHHS) to establish and administer the Michigan Energy Assistance Program (MEAP). The Act allows MDHHS to use funds received from a federal energy assistance program and any funds collected or appropriated to fund the program.

Since its enactment, the MEAA has been subject to several amendments including the following:

- On June 8, 2016, [Public Act 147](#) of the Michigan Public Acts of 2016 extended the sunset date of the MEAP until September 30, 2019.
- On September 30, 2019, [Public Act 87](#) extended the sunset date until September 30, 2023.
- On July 26, 2023, [Public Act 105](#) eliminated the sunset provision for the Michigan Energy Assistance Program.
- **Effective April 2, 2025, [Public Act 170](#) amended the MEAP legislation:**
  - Expands eligibility to low-income households with incomes of not more than 60% State Median Income.

- Includes definitions for Categorical Eligibility, Commission, State Median Income, Vulnerable Populations, and amended the definition of Crisis.
  - Requires the Department of Health and Human Services to consider opportunities for incorporating categorical eligibility when establishing guidelines for verifying eligibility.
  - Requires the Department of Health and Human Services to set a minimum allocation of funds that must be used by entities with which the department contracts under subsection (1) for energy assistance.
  - Requires the Department of Health and Human Services, in consultation with the commission by October 1, 2025, to provide guidelines on the provision of self-sufficiency services. Beginning with the program year that begins on October 1, 2026, the guidelines must be incorporated into the performance metrics developed under subsection (2).
- **Effective April 2, 2025, [Public Act 198](#) amended the MEAP legislation:**
- Requires that energy assistance must prioritize vulnerable populations and, as appropriate for the household, include services that will enable participants to become or move toward becoming self-sufficient.
  - Adds that services that assist participants in becoming self-sufficient include referral to weatherization or energy waste reduction programs and services.
  - Requires that the Department of Health and Human Services shall attempt to coordinate its efforts with the efforts of other state departments or agencies to assist low-income households in becoming or moving toward becoming self-sufficient and reducing energy insecurity.
  - Requires that beginning with the program year that begins October 1, 2025, the annual report filed with the legislature required under subsection (5) must be filed no later than March 1, 2027.
  - Requires the Department of Health and Human Services to notify participants that they are eligible for other services under the program including, but not limited to, energy waste reduction products and services offered by an energy provider or a home weatherization assistance program.

Public Act 95 of the Michigan Public Acts of 2013 (MCL 460.9t) was enacted creating the Low-Income Energy Assistance Fund (LIEAF) charging MDHHS with expending money from the fund as provided by the Michigan Energy Assistance Act. The Act allows the Michigan Public Service Commission (MPSC) to annually approve a low-income energy assistance funding factor.

Since its enactment, the LIEAF has been subject to the following amendment:

- On December 17, 2024, the Michigan Legislature amended the Low-Income Energy Assistance Fund (LIEAF) with pertinent changes as follows:
  - Requires that the Department of Health and Human Services promote the following:
    - Collaboration between the Department of Health and Human Services, the commission, energy providers, and entities that administer assistance programs to ensure that, to the extent possible, eligible low-income customers in a geographic area are receiving funds proportional to what customers in that geographic area are being assessed.
    - For energy providers and entities that administer assistance programs, education and outreach on availability of the assistance programs and funding.
  - Removes the cap on the fund with the following provision: Formerly the Act allows the Michigan Public Service Commission to annually approve a low-income energy assistance funding factor, not to exceed \$50,000,000 to fund the LIEAF. Beginning in 2025, the cap on the LIEAF was removed, and the commission may increase the low-income energy assistance funding factor to \$1.25 and by not more than \$0.25 each year thereafter. Subject to this subsection, the low-income energy assistance funding factor must not exceed a cap of \$2.00. Beginning in 2029, and each year thereafter, the commission shall adjust the cap on the low-income energy assistance funding factor by the percentage increase in the United States Consumer Price Index for the immediately preceding calendar year. If the remaining balance reported under subsection (2) is greater than 10% of the funds collected by the low-income energy assistance funding factor in the fiscal year for which the remaining balance was reported, the commission shall set the Low-Income Energy Assistance Funding Factor at a rate at which the total funds collected will not exceed the total amount of funds collected by the low-income energy assistance funding factor in the year for which the report under subsection (2) is made minus the remaining balance reported under subsection (2).
  - Amends the utility opt-out provision as follows: An electric utility, municipally owned electric utility, or cooperative electric utility with fewer than 45,000 residential electric customers may elect to opt out of a low-income energy assistance funding factor.
    - An electric utility, municipally owned electric utility, or cooperative electric utility that opts out under subsection (9) must establish and fund an energy assistance program for its residential customers that provides assistance to its

residential customers for both their electric and home heating needs consistent with the eligibility requirements of the MEAP established in section 3 of the Michigan energy assistance act, 2012 PA 615, MCL 400.1233.

- The utility shall ensure that the funds available for energy assistance programs established under this subsection are sufficient to provide energy assistance to all eligible customers who apply.
- The utility is not required to spend more for an energy assistance program than what the utility would have collected from the low-income energy assistance funding factor if the utility did not opt out under subsection (9).
- Beginning October 1, 2025, and annually thereafter, an electric utility, municipally owned utility, or cooperative electric utility that opts out under subsection (9) shall provide notice to its residential customers of available energy assistance provided by the utility.
- The notice must include a description of the program, eligibility guidelines, application information, and a statement that the utility's assistance program is offered instead of collecting the low-income energy assistance factor.
- The utility shall include information regarding the assistance program on its website.
- Beginning December 1, 2026, and annually thereafter, an electric utility, municipally owned utility, or cooperative electric utility that opts out under subsection (9) shall submit to the commission a report.

All electric service providers have opted to participate in the MEAP funding factor for fiscal year 2027 except for the following:

- Bayfield Electric Cooperative, Inc.
- City of Harbor Springs
- City of Wakefield
- Coldwater Board of Public Utilities
- Grand Haven Board of Light & Power
- Holland Board of Public Works
- Lowell Light & Power
- Marquette Board of Light & Power
- Traverse City Light & Power
- Wyandotte Department of Municipal Service
- Zeeland Board of Public Works

The lists of electric service providers that have chosen to opt in or out of the funding factor for fiscal year 2027 are also available on the Michigan Public Service Commission website at [Michigan.gov/EnergyAssistance](https://Michigan.gov/EnergyAssistance).

This RFP provides applicants with sufficient information to enable them to prepare and submit a proposal, budget, budget narrative, and timeline. Refer to Part V: Information Required from applicants. Upon final selection of grant award recipients, a new grant agreement will be executed incorporating any necessary work plan and budget revisions. Distributions to selected applicants will come from the LIEAF and the LIHEAP Assurance 16 funds designated to the MEAP. Selected applicants will receive the appropriate information necessary for compliance with Federal LIHEAP program CFDA 93.568-Low-Income Home Energy Assistance. The grant(s) awarded from this solicitation will support actual expenditures incurred within the grant period that are supported by source documentation (further defined in II-G Accounting).

## I-B Eligibility Criteria

To be eligible to receive a grant under this request for proposals (RFP), the applicant(s) must be a nonprofit organization, unit of local or state government, or Tribal government. By submitting a response to this RFP, bidders are agreeing that they are registered as a vendor in SIGMA VSS (State Integrated Governmental Management Applications, Vendor Self-Service). The SIGMA Vendor Helpdesk can be reached at 888-734-9749 or by emailing [SIGMA-Vendor@michigan.gov](mailto:SIGMA-Vendor@michigan.gov).

## I-C Issuing Office and Funding Source

This RFP is issued by the MPSC, an agency within the Department of Licensing and Regulatory Affairs (LARA). LARA is the point of contact for this RFP for purposes of solicitation administration. The solicitation manager is:

Megan LeMarbe, Grant Specialist  
Procurement Section  
Finance and Administrative Services Bureau  
Department of Licensing and Regulatory Affairs  
Telephone: 517-335-7074  
Email: [LeMarbeM3@Michigan.gov](mailto:LeMarbeM3@Michigan.gov)

The MEAP grant is estimated to be funded at \$88,000,000 collected through a low-income energy assistance funding factor approved by the MPSC; and \$5,000,000 in LIHEAP Assurance 16 funds provided by MDHHS pending award by the US Department of Health and Human Services, Administration for Children and Families.

## I-D Rejection of Proposals

The State reserves the right to reject any and all proposals received as a result of this RFP.

## I-E Incurring Costs

The State of Michigan is not liable for any costs incurred by a grantee prior to signing of a Grant Agreement.

## I-F Pre-proposal Meeting

An optional pre-proposal meeting will be held to provide applicants with guidance and expectations when responding to the RFP. The purpose of the pre-proposal meeting is to discuss the RFP and the work to be performed. Statements made by the Grant Administrator or designee at a pre-proposal meeting are not considered modifications to the RFP. If the Grant Administrator determines modifications to the RFP are warranted after the meeting, modifications will be posted in writing on the [Michigan Energy Assistance Program](#) website as explained in the **Modifications** section of this document. Accessibility requests for reasonable accommodation at the pre-proposal meeting should be made with the Grant Administrator at least 10 business days before the date of the meeting. Accommodation requests received outside this time period cannot be guaranteed.

The meeting will be held on Thursday, **May 14, 2026, from 10:00 AM to 12:00 PM** on the Microsoft Teams virtual platform; Applicants may also attend via telephone conference.

### **MEAP Pre-proposal Meeting Information:**

- [Join the Microsoft Teams](#)
  - Meeting ID: 280 518 195 540
  - Passcode: Ft9UC6Qw

- Dial in by phone:
  - +1-248-509-0316
  - Phone conference ID: 696 725 401#

Inquiries can also be submitted electronically as outlined in Section I-G, Applicant Questions.

## I-G Applicant Questions

First round applicant questions must be submitted no later than **3:00:00 PM on Tuesday, May 12, 2026**. Questions submitted at 3:00:01 are considered late. Inquiries may be submitted electronically to the Solicitation Manager at [LeMarbeM3@Michigan.gov](mailto:LeMarbeM3@Michigan.gov). **All applicant questions must reference “2027 MEAP Grant RFP Inquiry.”**

Responses to first round applicant questions will be posted on the [Michigan Energy Assistance Program](#) website, on **May 18, 2026**.

Second round applicant questions must be submitted no later than **3:00:00 PM on Wednesday, May 27, 2026**. Questions submitted at 3:00:01 are considered late. Inquiries may be submitted electronically to the Solicitation Manager at [LeMarbeM3@Michigan.gov](mailto:LeMarbeM3@Michigan.gov). **All applicant questions must reference “2027 MEAP Grant RFP Inquiry.”**

Responses to second round applicant questions will be posted on the [Michigan Energy Assistance Program](#) website, on **June 2, 2026**.

Submit questions using the format below; a Microsoft Excel format or similar is suggested.

Q #	Document and Section	Page #	Applicant Question
1			
2			

## I-H Modifications

The State may modify this RFP at any time. Modifications will be posted on the [Michigan Energy Assistance Program](#) website. This is the only method by which the RFP may be modified.

## I-I Due Date

For consideration for a grant, a complete proposal must be received electronically via email by the Solicitation Manager no later than **3:00:00 PM on Friday, June 12, 2026**. Proposals submitted at 3:00:01 are considered late. Proposals must reference “2027 MEAP Grant Program.”

## I-J Delivery of Proposals

**Electronic** – The applicant must submit its proposal, all attachments, and any modifications or withdrawals electronically via email to the Solicitation Manager. It is preferred that the applicant attaches all documents outlined in section V-K in a modifiable (native) format (examples include but are not limited to Microsoft Word or Excel and Google Docs or Sheets). In addition to submitting documents in a modifiable format, the applicant may also submit copies of documents in PDF. Email submissions with attachments are limited to 25 MB per email. Applicant’s failure to submit a proposal as required may result in disqualification.

The proposal and attachments must be fully uploaded and submitted prior to the proposal deadline. **Do not wait until the last minute to submit a proposal**, as the email receipt time marked by the Solicitation Manager’s inbox will be considered the submission time. **A proposal submitted after the proposal deadline** will not be considered, even if a portion of the proposal has been submitted.

Questions on how to submit proposals can be submitted via email to the Solicitation Manager at [LeMarbeM3@Michigan.gov](mailto:LeMarbeM3@Michigan.gov). You are responsible for ensuring your proposal is complete and submitted on time. Responsibility for a complete submission lies with the applicant.

**Note that all documents and information submitted in any manner as part of a proposal will become public record immediately upon receipt by the State. Proposals received may be posted by the State on the State’s publicly available website after applicants are notified of the award recommendation.**

The proposal must be signed by an official authorized to bind the applicant to the provisions of this RFP. The applicant must be a signatory for the recipient of the grant award, if selected. For this RFP, the proposal must remain valid for at least 90 days.

## I-K Acceptance of Proposal Content

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

## I-L Economy of Preparation

Using the format provided in Part V: Information Required from Applicants, proposals should be prepared by providing a straight-forward, concise description of the applicant's ability to meet the requirements of the RFP. Emphasis should be on quality, completeness, and clarity of content.

## I-M Prime Applicant Responsibilities

Applicants will be required to assume responsibility for all services offered in their proposal whether or not they possess them within their organization. Further, the State will consider the applicant to be the sole point of contact with regard to grant matters, including payment of any and all charges resulting from the grant.

## I-N Grant Payment Schedule

Payment for any grant entered into as a result of this RFP will be made according to the following schedule:

State and federal awards will be granted in two separate agreements. For both state and federal awards, an initial advance of 50% of the total grant award will be made to the selected applicant after a complete review and evaluation of the applicant's proposal has been approved and a Grant Agreement for fiscal year 2027 is fully executed.

Subsequent advances of 20%, 20%, and 10% will be provided upon submission of a Financial Status Report/Payment Request accompanied by documentation showing that at least 50% of the prior advance has been expended.

Ten (10) percent of the total grant award will be held back pending verification and approval of submitted financial status reports as well as an Interim Project Status Report.

Public Act 279 of 1984, MCL 17.52, states that the State shall take all steps necessary to ensure that payment for goods or services is mailed within 45 days after receipt of the goods or services, a complete invoice for goods or services, or a complete contract for goods or services, whichever is later.

## I-O News Releases

News releases pertaining to this RFP or the service, study, or project to which it relates shall not be made without prior State approval and coordination with the Michigan Public Service Commission.

## I-P Disclosure of Proposal Contents

The information in all proposals and any grant resulting from the RFP are subject to disclosure under the Michigan Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231, et seq.

## I-Q Copyrighted Materials

The selected applicant shall agree to grant to the State a nonexclusive, irrevocable license to reproduce, translate, publish, use, and dispose of all copyrightable material developed as a result of the project.

# PART II: GENERAL PROVISIONS

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## II-A Project Changes

Grantee *must* obtain prior written approval for project changes from the Grant Administrator.

## II-B Delegation

Grantee may not delegate any of its obligations under the Grant without the prior written approval of the State. Grantee must notify the State at least 90 calendar days before the proposed delegation and provide the State with any information it requests to determine whether the delegation is in its best interest. If approved, Grantee must: (a) be the sole point of contact regarding all contractual project

matters, including payment and charges for all Grant Activities; (b) make all payments to the subgrantee; and (c) incorporate the terms and conditions contained in this Grant in any subgrant with a subgrantee. Grantee remains responsible for the completion of the Grant Activities, compliance with the terms of this Grant, and the acts and omissions of the subgrantee. The State, in its sole discretion, may require the replacement of any subgrantee.

## **II-C Program Income**

To the extent that it can be determined that interest was earned on advances of funds, such interest shall be remitted to the Grantor. All other program income shall either be added to the project budget and used to further eligible program objectives or deducted from the total program budget for the purpose of determining the amount of reimbursable costs. The final determination shall be made by the Grant Administrator.

## **II-D Share-in-Savings**

The Grantor expects to share in any cost savings realized by the Grantee. Therefore, final Grantee reimbursement will be based on actual expenditures. Exceptions to this requirement must be approved in writing by the Grant Administrator.

## **II-E Order of Spending**

Currently, there is no required order of spending.

## **II-F Purchase of Equipment**

Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval. The Grantee shall not purchase any equipment that is not specifically identified by name in the approved grant budget without first obtaining prior written approval from the Grant Administrator. Such approval must be secured through a formal amendment to the grant agreement, as detailed in Section V-H Budget.

Any request for approval to purchase additional equipment must include the following:

1. A description and cost of the specific equipment the Grantee proposes to purchase.
2. A justification explaining why the equipment is necessary to complete the activities described in the Statement of Work.

## II-G Accounting

The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all funds received.

Accounting records must be supported by source documentation including, but not limited to, balance sheets, general ledgers, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

## II-H Records Maintenance, Inspection, Examination, and Audit

The State or its designee may audit Grantee to verify compliance with this Grant. Grantee must retain and provide to the State or its designee upon request, all financial and accounting records related to the Grant through the term of the Grant and for 7 years after the latter of termination, expiration, or final payment under this Grant or any extension ("Audit Period"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Grantee must retain the records until all issues are resolved.

Within 24 hours of providing notice, the State and its authorized representatives or designees have the right to enter and inspect a selected applicant's premises or any other places where grant activities are being performed, and examine selected applicant's books and records; and copy and audit all records related to the Grant Agreement anytime during the period of the grant and for a period of seven (7) years after the latter of termination, expiration, or final payment under the Grant Agreement or any extension. Selected applicant must cooperate and provide reasonable assistance. If an audit, litigation, or other action involving the records is initiated before the end of the audit period, selected applicant must retain the records until all audit and monitoring issues are resolved. Any disqualified costs identified as a result of the monitoring review or audit will be refunded within 30 days.

This section applies to selected applicant, any parent, affiliate, or subsidiary organization of selected applicant, and any subcontractor that performs grant activities in connection with this Grant Agreement.

If the selected applicant is a governmental or nonprofit organization and expends the minimum level specified in OMB Uniform Guidance (\$1,000,000) or more in total federal funds in its fiscal year, then Grantee is required to submit an Audit Report to the Federal Audit Clearinghouse (FAC) as required in 200.36. Any questioned costs identified must be refunded within 30 days.

The MPSC will perform a close-out audit of all selected applicants at the end of the grant period. Any disqualified costs identified must be refunded within 30 days from the notice of deficiency.

## **II-I Competitive Bidding**

The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition. When competitive selection is not feasible or practical, the Grantee agrees to obtain the written approval of the Grant Administrator before making a sole source selection. Sole source contracts should be negotiated to the extent that such negotiation is possible.

## **II-J Liability**

The State is not liable for any costs incurred by the Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the grant amount.

## **II-K Intellectual Property**

Unless otherwise required by law, all intellectual property developed using funds from this Agreement, including copyright, patent, trademark and trade secret, shall belong to the Grantee.

## **II-L Safety**

The Grantee, and all subgrantees are responsible for ensuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of

all Applicable Laws and building and construction codes shall be observed. The Grantee, and every subgrantee are responsible for compliance with all federal, state and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, and all subgrantees shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

## II-M General Indemnification

Grantee must defend, indemnify and hold the State, its departments, divisions, agencies, offices, commissions, officers, and employees harmless, without limitation, from and against any and all actions, claims, losses, liabilities, damages, costs, attorney fees, and expenses (including those required to establish the right to indemnification), arising out of or relating to: (a) any breach by Grantee (or any of Grantee's employees, agents, subgrantees, or by anyone else for whose acts any of them may be liable) of any of the promises, agreements, representations, warranties, or insurance requirements contained in this Grant; (b) any infringement, misappropriation, or other violation of any intellectual property right or other right of any third party; (c) any bodily injury, death, or damage to real or tangible personal property occurring wholly or in part due to action or inaction by Grantee (or any of Grantee's employees, agents, subgrantees, or by anyone else for whose acts any of them may be liable); and (d) any acts or omissions of Grantee (or any of Grantee's employees, agents, subgrantees, or by anyone else for whose acts any of them may be liable).

The State will notify Grantee in writing if indemnification is sought; however, failure to do so will not relieve Grantee, except to the extent that Grantee is materially prejudiced. Grantee must, to the satisfaction of the State, demonstrate its financial ability to carry out these obligations.

The State is entitled to: (i) regular updates on proceeding status; (ii) participate in the defense of the proceeding; (iii) employ its own counsel; and to (iv) retain control of the defense if the State deems necessary. Grantee will not, without the State's written consent (not to be unreasonably withheld), settle, compromise, or consent to the entry of any judgment in or otherwise seek to terminate any claim, action, or proceeding. To the extent that any State employee, official, or law may be involved or challenged, the State may, at its own expense, control the defense of that portion of the claim.

## II-N Termination

The State may terminate the Grant Agreement without further liability or penalty to the State, its departments, divisions, agencies, offices, commissions, officers, agents, and employees for any of the following reasons:

1. Termination for Cause: The State may terminate this Grant for cause, in whole or in part, if Grantee, as determined by the State: (a) endangers the value, integrity, or security of any location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the State to liability; (d) breaches any of its material duties or obligations; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Grant will not be construed to mean that other breaches are not material.

If the State terminates this Grant under this Section, the State will issue a termination notice specifying whether Grantee must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Grantee was not in breach of the Grant, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Subsection B, Termination for Convenience.

The State will only pay for amounts due to Grantee for Grant Activities accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Grantee for the State's reasonable costs in terminating this Grant. The Grantee must pay all reasonable costs incurred by the State in terminating this Grant for cause, including administrative costs, attorneys' fees, court costs, transition costs, and any costs the State incurs to procure the Grant Activities from other sources.

2. Termination for Convenience: The State may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If the State terminates this Grant for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Grant Responsibilities.
3. Non-Appropriation: Selected applicant acknowledges that continuation of the Grant Agreement is subject to appropriation or availability of funds for the Grant Agreement. If funds to enable the State to effect continued payment under the Grant Agreement are not appropriated or otherwise made available (including

the federal government suspending or halting the program or issuing directives preventing the State from continuing the program), the State shall have the right to terminate the Grant Agreement, in whole or in part, at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to selected applicant.

The State shall give selected applicant at least thirty (30) days advance written notice of termination for non-appropriation or unavailability (or such time as is available if the State receives notice of the final decision less than thirty (30) days before the funding cutoff). In the event of a termination under this section, the selected applicant shall, unless otherwise directed by the State in writing, immediately take all reasonable steps to terminate its operations and to avoid and/or minimize further expenditures under the Grant Agreement.

4. **Criminal Conviction:** The State may terminate the Grant Agreement immediately and without further liability or penalty in the event selected applicant, an officer of selected applicant, or an owner of a 25% or greater share of selected applicant is convicted of a criminal offense incident to the application for, or performance of, a State, public or private contract or subcontract or grant; convicted of a criminal offense, including any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State, reflects upon selected applicant's business integrity.
5. **Approvals Rescinded:** The State may terminate the Grant Agreement without further liability or penalty in the event any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services pursuant to Constitution 1963, Article 11, § 5, and Civil Service Rule 7-1. Termination may be in whole or in part and may be immediate as of the date of the written notice to selected applicant or may be effective as of the date stated in such written notice.
6. **Transition Responsibilities:** Upon termination or expiration of the Grant Agreement for any reason, selected applicant must, for a period of time specified by the State (not to exceed 90 calendar days), provide all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the grant activities to continue without interruption or adverse effect, and to facilitate the orderly transfer of such grant activities to the State or its designees. Such transition assistance may include, but is not limited to: (a) continuing to

perform the grant activities at the rates established in the Grant Agreement; (b) taking all reasonable and necessary measures to transition performance of the work, including all applicable grant activities, training, equipment, software, leases, reports and other documentation, to the State or the State's designee; (c) taking all necessary and appropriate steps, or such other action as the State may direct, to preserve, maintain, protect, or return to the State all materials, data, property, and confidential information provided directly or indirectly to selected applicant by any entity, agent, vendor, or employee of the State; (d) transferring title in and delivering to the State, at the State's discretion, all completed or partially completed deliverables prepared under the Grant Agreement as of the Grant Agreement termination date; and (e) preparing an accurate accounting from which the State and selected applicant may reconcile all outstanding accounts (collectively, "Transition Responsibilities"). The Grant Agreement will automatically be extended through the end of the transition period.

## II-O Conflicts and Ethics

Grantee will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Grant; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Grant; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of the Grant. Grantee must immediately notify the State of any violation or potential violation of these standards. This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.

## II-P Non-Discrimination

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., and [Executive Directive 2019-09](#). Grantee and its subgrantees agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex (as defined in Executive Directive 2019-09), height, weight, marital status, partisan considerations, any mental or physical disability, or genetic information that is unrelated to the

person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Contract.

## **II-Q Unfair Labor Practices**

Under MCL 423.324, the State may void any Grant with a Grantee or subgrantee who appears on the Unfair Labor Practice register compiled under MCL 423.322.

## **II-R Force Majeure**

Neither party will be in breach of this Grant because of any failure arising from any disaster or acts of God that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Grantee will not be relieved of a breach or delay caused by its subgrantees. If immediate performance is necessary to ensure public health and safety, the State may immediately Grant with a third party.

## **II-S Media 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.

## **II-T Website Incorporation**

The State is not bound by any content on Grantee's website unless expressly incorporated directly into this Grant.

## **II-U Certification Regarding Debarment**

The Grantee certifies, by signature to this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or State department or agency. If the Grantee is unable to certify to any portion of this statement, the Grantee shall attach an explanation to this Agreement.

## II-V Illegal Influence

The Grantee certifies, to the best of his or her knowledge and belief that:

1. No federal appropriated funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

The State has relied upon this certification as a material representation.

Submission of this certification is a prerequisite for entering into this Agreement imposed by 31 USC § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Grantee certifies, to the best of his or her knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any State agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

## II-W Governing Law

The Grant Agreement is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of the Grant Agreement are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from the Grant Agreement must be resolved in Michigan Court of Claims. Selected applicant consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or forum non conveniens. Selected applicant must appoint agents in Michigan to receive service of process.

## II-X Compliance with Laws

Grantee must comply with all federal, state and local laws, rules and regulations.

## II-Y Disclosure of Litigation, or Other Proceeding

Grantee must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") involving Grantee, a subgrantee, or an officer or director of Grantee or subgrantee, that arises during the term of the Grant, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Grantee's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that Grantee is required to possess in order to perform under this Grant.

## II-Z Assignment

Grantee may not assign this Grant to any other party without the prior approval of the State. Upon notice to Grantee, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Grant to any other party. If the State determines that a novation of the Grant to a third party is necessary, Grantee will agree to the novation, provide all necessary documentation and signatures, and continue to perform, with the third party, its obligations under the Grant.

## II-AA Entire Grant and Modification

This Grant is the entire agreement and replaces all previous agreements between the parties for the Grant Activities. This Grant may not be amended except by signed agreement between the parties.

## II-BB Grantee Relationship

Grantee assumes all rights, obligations and liabilities set forth in this Grant. Grantee, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Grant. Grantee, and not the State, is responsible for the payment of wages, benefits and taxes of Grantee's employees and any subgrantees. Prior performance does not modify Grantee's status as an independent Grantee.

## II-CC Dispute Resolution

The parties will endeavor to resolve any Grant dispute in accordance with this provision. The dispute will be referred to the parties' respective Grant Administrators or Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit the State's right to terminate the Grant.

## II-DD Severability

If any part of this Grant is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Grant and the severed part

will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Grant will continue in full force and effect.

## II-EE Waiver

Failure to enforce any provision of this Grant will not constitute a waiver.

## II-FF Confidentiality of State Data

1. Ownership. The State's data ("State Data," which will be treated by selected applicant as Confidential Information) includes: (a) the State's data collected, used, processed, stored, or generated as the result of the grant activities; (b) personally identifiable information ("PII") collected, used, processed, stored, or generated as the result of the grant activities, including, without limitation, any information that identifies an individual, such as an individual's social security number or other government-issued identification number, date of birth, address, telephone number, biometric data, mother's maiden name, email address, credit card information, or an individual's name in combination with any other of the elements here listed; and, (c) personal health information ("PHI") collected, used, processed, stored, or generated as the result of the grant activities, which is defined under the Health Insurance Portability and Accountability Act (HIPAA) and its related rules and regulations. State Data is and will remain the sole and exclusive property of the State and all right, title, and interest in the same is reserved by the State. This section survives the termination of the Grant Agreement.
2. Selected Applicant Use of State Data. Selected applicant is provided a limited license to State Data for the sole and exclusive purpose of providing the grant activities, including a license to collect, process, store, generate, and display State Data only to the extent necessary in the provision of the grant activities. Selected applicant must: (a) keep and maintain State Data in strict confidence, using such degree of care as is appropriate and consistent with its obligations as further described in the Grant Agreement and applicable law to avoid unauthorized access, use, disclosure, or loss; (b) use and disclose State Data solely and exclusively for the purpose of providing the grant activities, such use and disclosure being in accordance with the Grant Agreement, any applicable Statement of Work, and applicable law; and (c) not use, sell, rent, transfer, distribute, or otherwise disclose or make available State Data for selected applicant's own purposes or for the benefit of anyone other than the State

without the State's prior written consent. This section survives the termination of the Grant Agreement.

3. Extraction of State Data. Selected applicant must, within one (1) business day of the State's request, provide the State, without charge and without any conditions or contingencies whatsoever (including but not limited to the payment of any fees due to selected applicant), an extract of the State Data in the format specified by the State.
4. Backup and Recovery of State Data. Selected applicant is responsible for maintaining a backup of State Data and for an orderly and timely recovery of such data. Selected applicant must maintain a contemporaneous backup of State Data that can be recovered within two (2) hours at any point in time.
5. Loss of Data. In the event of any act, error or omission, negligence, misconduct, or breach that compromises or is suspected to compromise the security, confidentiality, or integrity of State Data or the physical, technical, administrative, or organizational safeguards put in place by selected applicant that relate to the protection of the security, confidentiality, or integrity of State Data, selected applicant must, as applicable: (a) notify the State as soon as practicable but no later than twenty-four (24) hours of becoming aware of such occurrence; (b) cooperate with the State in investigating the occurrence, including making available all relevant records, logs, files, data reporting, and other materials required to comply with applicable law or as otherwise required by the State; (c) in the case of PII or PHI, at the State's sole election, (i) notify the affected individuals who comprise the PII or PHI as soon as practicable but no later than is required to comply with applicable law, or, in the absence of any legally required notification period, within 5 calendar days of the occurrence; or (ii) reimburse the State for any costs in notifying the affected individuals; (d) in the case of PII, provide third-party credit and identity monitoring services to each of the affected individuals who comprise the PII for the period required to comply with applicable law, or, in the absence of any legally required monitoring services, for no less than twenty-four (24) months following the date of notification to such individuals; (e) perform or take any other actions required to comply with applicable law as a result of the occurrence; (f) without limiting selected applicant's obligations of indemnification as further described in the Grant Agreement, indemnify, defend, and hold harmless the State for any and all claims, including reasonable attorneys' fees, costs, and expenses incidental thereto, which may be suffered by, accrued against, charged to, or recoverable from the State in connection with the occurrence; (g) be responsible for recreating lost State Data in the manner and on the schedule set by the State without charge to the State; and, (h) provide to the

State a detailed plan within 10 calendar days of the occurrence describing the measures selected applicant will undertake to prevent a future occurrence. Notification to affected individuals, as described above, must comply with applicable law, be written in plain language, and contain, at a minimum: name and contact information of selected applicant's representative; a description of the nature of the loss; a list of the types of data involved; the known or approximate date of the loss; how such loss may affect the affected individual; what steps selected applicant has taken to protect the affected individual; what steps the affected individual can take to protect himself or herself; contact information for major credit card reporting agencies; and, information regarding the credit and identity monitoring services to be provided by selected applicant. This section survives the termination of the Grant Agreement.

### ***Non-Disclosure of Confidential Information***

The parties acknowledge that each party may be exposed to or acquire communication or data of the other party that is confidential, privileged communication not intended to be disclosed to third parties. The provisions of this section survive the termination of the Grant Agreement.

1. **Meaning of Confidential Information.** For the purposes of the Grant Agreement, the term "Confidential Information" means all information and documentation of a party that: (a) has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party; (b) if disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning; and, (c) should reasonably be recognized as confidential information of the disclosing party. The term "Confidential Information" does not include any information or documentation that was: (a) subject to disclosure under the Michigan Freedom of Information Act (FOIA); (b) already in the possession of the receiving party without an obligation of confidentiality; (c) developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights; (d) obtained from a source other than the disclosing party without an obligation of confidentiality; or, (e) publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party). For purposes of the Grant Agreement, in all cases and for all matters, State Data is deemed to be Confidential Information.
2. **Obligation of Confidentiality.** The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or

otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with the Grant Agreement or to use such Confidential Information for any purposes whatsoever other than the performance of the Grant Agreement. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to a subcontractor is permissible where: (a) use of a subcontractor is authorized under the Grant Agreement; (b) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the subcontractor's responsibilities; and (c) selected applicant obligates the subcontractor in a written contract to maintain the State's Confidential Information in confidence. At the State's request, any employee of selected applicant or any subcontractor may be required to execute a separate agreement to be bound by the provisions of this section.

3. Cooperation to Prevent Disclosure of Confidential Information. Each party must use its best efforts to assist the other party in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the foregoing, each party must advise the other party immediately in the event either party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of the Grant Agreement and each party will cooperate with the other party in seeking injunctive or other equitable relief against any such person.
4. Remedies for Breach of Obligation of Confidentiality. Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other party, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of the State, at the sole election of the State, the immediate termination, without liability to the State, of the Grant Agreement or any Statement of Work corresponding to the breach or threatened breach.
5. Surrender of Confidential Information upon Termination. Upon termination of the Grant Agreement or a Statement of Work, in whole or in part, each party must, within 5 calendar days from the date of termination, return to the other party any and all Confidential Information received from the other party, or created or received by a party on behalf of the other party, which are in such party's possession, custody, or control; provided, however, that selected applicant must return State Data to the State following the timeframe and procedure described

further in the Grant Agreement. Should selected applicant or the State determine that the return of any non-State Data Confidential Information is not feasible, such party must destroy the non-State Data Confidential Information and must certify the same in writing within 5 calendar days from the date of termination to the other party.

## *Data Privacy and Information Security*

1. Undertaking by Selected Applicant. Without limiting selected applicant's obligation of confidentiality as further described, selected applicant is responsible for establishing and maintaining a data privacy and information security program, including physical, technical, administrative, and organizational safeguards, that is designed to: (a) ensure the security and confidentiality of the State Data; (b) protect against any anticipated threats or hazards to the security or integrity of the State Data; (c) protect against unauthorized disclosure, access to, or use of the State Data; (d) ensure the proper disposal of State Data; and (e) ensure that all employees, agents, and subcontractors of selected applicant, if any, comply with all of the foregoing. In no case will the safeguards of selected applicant's data privacy and information security program be less stringent than the safeguards used by the State, and selected applicant must at all times comply with all applicable State IT policies and standards, which are available to selected applicant upon request.
2. Audit by Selected Applicant. No less than annually, selected applicant must conduct a comprehensive independent third-party audit of its data privacy and information security program and provide such audit findings to the State.
3. Right of Audit by the State. Without limiting any other audit rights of the State, the State has the right to review selected applicant's data privacy and information security program prior to the commencement of grant activities and from time to time during the term of the Grant Agreement. During the providing of the grant activities, on an ongoing basis from time to time and without notice, the State, at its own expense, is entitled to perform, or to have performed, an on-site audit of selected applicant's data privacy and information security program. In lieu of an on-site audit, upon request by the State, selected applicant agrees to complete, within 45 calendar days of receipt, an audit questionnaire provided by the State regarding selected applicant's data privacy and information security program.
4. Audit Findings. Selected applicant must implement any required safeguards as identified by the State or by any audit of selected applicant's data privacy and information security program.

5. State's Right to Termination for Deficiencies. The State reserves the right, at its sole election, to immediately terminate the Grant Agreement or a Statement of Work without limitation and without liability if the State determines that selected applicant fails or has failed to meet its obligations under this section.

## **II-GG Background Checks**

Upon request, selected applicant must perform background checks on all employees and subcontractors and its employees prior to their assignment. The scope is at the discretion of the State and documentation must be provided as requested. Selected applicant is responsible for all costs associated with the requested background checks. The State, in its sole discretion, may also perform background checks.

## **II-HH Subcontracting**

Selected applicant may not delegate any of its obligations under the Grant Agreement without the prior written approval of the State. Selected applicant must notify the State at least 90 calendar days before the proposed delegation and provide the State any information it requests to determine whether the delegation is in its best interest. If approved, selected applicant must: (a) be the sole point of contact regarding all contractual matters, including payment and charges for all grant activities; (b) make all payments to the subcontractor; and (c) incorporate the terms and conditions contained in the Grant Agreement in any subcontract with a subcontractor. Selected applicant remains responsible for the completion of the grant activities, compliance with the terms of the Grant Agreement, and the acts and omissions of the subcontractor. The State, in its sole discretion, may require the replacement of any subcontractor.

## **II-II No State Employees or Legislators**

No member of the Legislature or Judiciary of the State of Michigan or any individual employed by the State shall be permitted to share in the Grant Agreement, or any benefit that arises from the Grant Agreement.

## **II-JJ E-Verify Certification**

Section 291 of the fiscal year 2013 Omnibus Budget, PA 200 of 2012, requires verification that all new employees of the selected applicant and all new employees of any approved subcontractor, working under the Grant Agreement, are legally

present to work in the United States. The selected applicant must perform this verification using the [E-Verify system](#). The selected applicant's signature on the Grant Agreement is the selected applicant's certification that verification has and will be performed. The selected applicant's signature also certifies that the selected applicant is not an Iran linked business as defined in MCL 129.312.

## II-KK Survival

The provisions of the Grant Agreement that impose continuing obligations, including warranties and representations, termination, transition, indemnification, and confidentiality, will survive the expiration or termination of the Grant Agreement.

## II-LL Independent Contractor

Selected applicant is an independent contractor and assumes all rights, obligations and liabilities set forth in the Grant Agreement. Selected applicant, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of the Grant Agreement. Selected applicant, and not the State, is responsible for the payment of wages, benefits and taxes of selected applicant's employees and any subcontractors. Prior performance does not modify selected applicant's status as an independent contractor.

## II-MM Conflicts

In the event of a conflict between the terms of the Grant Agreement and any federal or State laws or regulations, the federal or State laws or regulations will supersede any contrary term contained in the Grant Agreement.

## II-NN Web Content Accessibility Guidelines

1. Title II of the ADA requires state and local government entities, including state government grant recipients, to make their services, programs, and activities offered through websites and mobile applications accessible to people with disabilities. This includes compliance with the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA, which sets the technical standard for accessibility.

Section 35.200 (b) Requirements. (1) states that, "Beginning April 24, 2026, a public entity, other than a special district government, with a total population

of 50,000 or more shall ensure that the web content and mobile apps that the public entity provides or makes available, directly or through contractual, licensing, or other arrangements, comply with Level A and Level AA success criteria and conformance requirements specified in WCAG 2.1, unless the public entity can demonstrate that compliance with this section would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens.”

On April 20, 2026, the deadline for compliance was extended by removing the text “April 24, 2026” and adding in its place the text “April 26, 2027”.

Standards for WCAG compliance may be found via the SOM Digital Standards website and an Accessibility Quick Start Guide is available as Appendix 2-A.

2. Contractor must ensure that it is complying with the Meaningful Language Access to State Services Act (MLASSA), MCL 37.21 et seq., in providing any services on behalf of the State or in creating any “vital documents” for the State. At a minimum, any “vital documents” (as defined in MLASSA) Contractor creates for the State must be available in the following languages: Spanish, Arabic, Bengali, and Chinese (including Mandarin, Cantonese, and Taiwanese). Vital documents must also be readily translatable by Contractor into additional languages upon request.

## PART III: WORK STATEMENT

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### III-A Purpose

The purpose of this Request for Proposals (RFP) is to obtain proposals from public or private entities or units of government that will outline plans to meet the following goals:

- Provide energy assistance that will reduce energy insecurity by assisting eligible low-income households in meeting their home energy costs for their primary residence.
- Develop household plans to reduce energy insecurity and, as appropriate to the household, enable participants to become or move toward becoming self-sufficient. As outlined in [Public Act 198](#) services that assist participants in becoming self-sufficient include, but are not limited to, providing assistance to help participants in paying their energy bills on time, assisting participants in budgeting for and contributing to their ability to provide for energy expenses, and referral to weatherization or energy waste reduction programs and services. The

proposal must demonstrate applicant capacity to offer self-sufficiency services as outlined in the MEAP Manual including budgeting, energy conservation and case management services to households applying for energy assistance.

- Prioritize vulnerable populations for energy assistance including those eligible low-income households that have at least one member that meets the following criteria: (i) a child under 5 years of age; (ii) an individual with a disability; (iii) an individual who is 60 years of age or older; (iv) an individual who has experienced homelessness in the preceding 12 months and who needs energy assistance to secure housing.
- In promoting Statewide access, collaborate with MDHHS, MPSC, energy providers, and entities that administer assistance programs to ensure that all money collected for the LIEAF from a geographic area is returned, to the extent possible, to that geographic area.
- Promote education and outreach on availability of assistance programs and funding.

## III-B Problem Statement

**Energy Security and Prioritization of Vulnerable Households:** According to an [ACEEE September 2024 Policy Brief](#), low-income households in the United States spent a median of 8.3% of their annual income on energy bills (exceeding the threshold of 6% that traditionally indicates a high energy burden), while households overall spent a median of 2.9%. A quarter of low-income households have an energy burden above 15.2%, significantly above the threshold of 10% to indicate severe burdens. In an effort to move away from a crisis model, MEAP legislative reforms now call on applicants to reduce energy insecurity and to prioritize vulnerable populations including those eligible low-income households that have at least one member that meets the following criteria: (i) a child under 5 years of age; (ii) an individual with a disability; (iii) an individual who is 60 years of age or older; (iv) an individual who has experienced homelessness in the preceding 12 months and who needs energy assistance to secure housing. The prioritization of vulnerable households is a process change for the MEAP. In FY 2027, prioritization will be addressed through a combination of the use of categorical eligibility sources that serve vulnerable populations, priority processing of applications, and priority outreach.

**Expanded Eligibility:** According to the [ALICE Report by the Michigan Association of United Ways](#), one in four Michigan households earn above the poverty line but still

struggle to cover basic needs. Accordingly, MEAP legislative reforms have expanded the eligibility threshold for MEAP to households with a household income of not more than 60% of the State Median Income and whose electric utility does not opt-out of collecting the low-income energy assistance funding factor. While expanded eligibility provides greater opportunity to serve customers struggling to cover their essential needs, serving customers with a goal of reducing energy insecurity in addition to resolving crisis and serving customers who have not received State Emergency Relief were additional process changes for MEAP in FY 2026, beginning October 1, 2025.

**Self-Sufficiency Service Guidelines and Performance:** The need for energy assistance intersects with other essential needs. [Public Act 170](#) requires that by October 1, 2025, the department, in consultation with the commission, shall provide guidelines on the provision of self-sufficiency services. These guidelines can be found in the MEAP manual. Beginning with the program year that begins on October 1, 2026, the guidelines must be incorporated into performance metrics. Guidelines clarifying expectations around self-sufficiency services and the processes that document and report on these services were new to MEAP in FY 2026.

**Geography:** [Public Act 169 of 2024](#) also requires that, to the extent possible, all money collected for the fund from a geographic area is returned to that geographic area to promote statewide access, collaboration, education, and outreach. To that end, MPSC is seeking proposals that focus on one or more of the following geographic regions and will consider proposals for underserved counties within these regions:

- **Region 1** - Upper Peninsula: Includes all 15 upper peninsula counties.
- **Region 2** – Northwest Region: Includes Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford Counties.
- **Region 3** – Northeast Region: Includes Alcona, Alpena, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle, and Roscommon Counties.
- **Region 4** – West Michigan: Includes Allegan, Barry, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, and Ottawa Counties.
- **Region 5** – East Central Region: Includes Arenac, Bay, Clare, Gladwin, Gratiot, Isabella, Midland, and Saginaw Counties.
- **Region 6** – East Michigan Region: Includes Genesee, Huron, Lapeer Sanilac, Shiawassee, St. Clair, and Tuscola Counties.

- **Region 7** – South Central Region: Includes Clinton, Eaton, and Ingham Counties.
- **Region 8** – Southwest Region: Includes Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren Counties.
- **Region 9** – Southeast Region: Includes Hillsdale, Jackson, Lenawee, Livingston, Monroe, and Washtenaw Counties
- **Region 10** – Detroit Metro: Includes Macomb, Oakland, and Wayne Counties.

The goals of MEAP are strengthened in statute to reduce household energy insecurity and ensure that vulnerable populations are being served. Continued improvements and efficiencies are being made to align State of Michigan energy assistance delivery with program goals and functionality, while working to measure progress toward the program goals inherent in statute. Working together, Grantees, utility suppliers and state agencies are valuable collaborators in assisting Michigan’s low-income energy customers.

### III-C Objectives

1. Determine eligibility and provide energy assistance to eligible low-income households.
2. Prioritize vulnerable populations for energy assistance.
3. Assist low-income households as appropriate in becoming or moving toward becoming self-sufficient and reducing energy insecurity by including the following services:
  - a. Working with customers to develop plans to decrease energy insecurity and build toward self-sufficiency.
  - b. Utilization of a common needs assessment, aligning customer need with appropriate services and referrals for each household.
  - c. Vendor advocacy services: Type 1 – Vendor Advocacy – non-APP, Type 2 – New APP enrollment, Type 3 – APP reverification (Types 2 and 3 are as available through the customer’s energy supplier.)
  - d. Budgeting services: Type 1 - Financial discussion, Type 2 - Budget review, Type 3 - Budget counseling (Type 3 is optional).
  - e. Energy conservation services: Type 1- Energy savings discussion, Type 2 - Conservation resources provision (Type 2 is optional), Type 3 - Energy education course (optional), Type 4 - Weatherization referral.
  - f. Short term case management.
  - g. Longer term case management (optional).

4. Promote education and outreach on availability of assistance programs and funding.
5. Promote the coordination of energy assistance funding streams.
6. Provide a convenient, customer-friendly system for distribution of energy assistance.
7. Encourage innovation through pilot projects that target underserved households or special populations. Examples include facilitation of weatherization services for higher-than-average energy usage, energy security for customers of non-metered fuels, outreach to vulnerable and/or low/fixed income populations.

### III-D Tasks

1. Promote collaboration and coordination of the MEAP.
  - a. Promote Education and outreach on availability of the assistance programs and funding.
  - b. Partner with MDHHS to become a Navigator/Referral Partner to support households in applying for energy assistance through SER; comply with MI Bridges established referral timeframes.
  - c. Ensure the organization's Michigan 2-1-1 Profile/Database Listing(s) is maintained throughout the grant year. Note: Applicants must be listed in the Michigan 2-1-1 Provider Database.
  - d. Coordinate availability of this low-income energy assistance program with home energy suppliers.
  - e. Coordinate energy assistance payments with energy suppliers, municipal owned utilities, cooperatives, distributors of deliverable fuels, and other energy assistance providers to more efficiently serve the needs of low-income households.
  - f. Coordinate availability of this low-income energy assistance program with other program services currently provided by the organization (e.g., budgeting or energy conservation, other wrap-around self-sufficiency/energy security services).
  - g. Coordinate availability of this low-income energy assistance program with other Applicants/ agencies to provide energy crisis prevention programs, weatherization, and education focused on reducing energy consumption.
  - h. Notify MEAP staff when organization's funding or availability of services has changed or is limited.

- i. Participate regularly in the MEAP Workgroup and provide representation on various subcommittees or ad-hoc committees.
  2. Provide energy assistance to low-income households, including services to assist low-income households in becoming or moving toward becoming self-sufficient and reducing energy insecurity.
    - a. Ensure that customers whose electric provider has opted out of collecting the LIEAF surcharge are redirected to the program required of their electric provider to provide similar assistance to MEAP for both electric and home heating needs.
    - b. Provide services that are accessible to customers in the geographic regions being served.
    - c. Prioritize vulnerable households per program protocols.
    - d. Determine eligibility utilizing categorical eligibility and the MEAP income calculation worksheet, complying with a standard of promptness.
    - e. Conduct needs assessments and make appropriate referrals for utility customers seeking assistance.
    - f. Develop and implement plans as appropriate for MEAP households. The services provided must be documented and may include enrollment in an APP.
    - g. Provide self-sufficiency services as outlined in the MEAP Manual.
    - h. Coordinate availability of home energy audits and home energy kits with home energy suppliers' energy waste reduction service implementors.
    - i. Provide referrals if Grantee is not able to assist low-income households due to exhausting MEAP funds before the end of the grant cycle.
  3. Ensure the fund is administered to promote access to the MEAP in the geographic regions served.
    - a. Ensure that all household personally identifiable information (PII) and personal health information (PHI) collected, used, processed, stored or generated during the client intake process is secured and maintained in a secure manner in compliance with II-FF, Confidentiality.
    - b. Ensure MDHHS information, including provider enrollment lists, is not used (or distributed) for any purpose other than administering MEAP.
    - c. Evaluate the organization' s administrative and program structure to determine process improvements and staffing changes that are needed to handle client services and distribution activities beginning October 1, 2026.

- d. Establish and implement quality control measures to ensure funds are used for the intended purpose. Quality control measures should be documented in the Applicant's workplan.
  - e. Work with MPSC and MDHHS to define and objectively evaluate the success of the program, including participating meaningfully in data capacity technical assistance activities.
  - f. Collect and document standardized reporting measures at prescribed intervals as requested.
  - g. Maintain data and metrics as specified in Section IV-B, Monitoring and Reporting Program Performance.
  - h. Using the Salesforce database system, maintain and share client/household information with the MPSC. Adhere to standardized reporting requirements, including uniform lists of values and parameters when submitting low-income household information to the MPSC.
  - i. Participate in training opportunities as recommended by the MPSC or MDHHS.
4. Comply with all applicable State and Federal laws, MEAP program guidelines, and contractual obligations.
    - a. For applicants who were eligible through SER approval prior to seeking MEAP assistance, issue energy assistance services to households in compliance with the Michigan LIHEAP State Plan and Program Integrity Assessment. Issue energy assistance to all households in compliance with the MEAP Policy Manual, OMB Uniform Guidance, and applicable state and federal law. This includes the tracking of self-sufficiency services and expenditures.
    - b. Ensure that energy payments are released only to eligible home energy suppliers. All home energy suppliers must be registered in the State of Michigan's SIGMA Vendor Self- Service System (VSS) ([michigan.gov/VSSLogin](https://michigan.gov/VSSLogin)) and be enrolled as an eligible supplier by MDHHS.
    - c. In compliance with R460.125(2) of the Michigan Administrative Rules, ensure that MEAP funds are not used to pay late payment fees assessed by regulated utilities and included on clients' monthly heating bills. R460.125(2) states, "A utility shall not assess a late-payment charge against a residential customer whose payments are made by the department of health and human services or who is participating in a shutoff protection program described in Part 9 of these rules, R 460.145 to R 460.153."
    - d. In compliance with R460.126 of the Michigan Administrative Rules, ensure that MEAP funds are not used to pay for unregulated service charges, such as

appliance repair or appliance protection programs, that may be included in a utility's monthly electric or gas bill. R460.126 states, "A utility may include charges for unregulated non-energy services, such as appliance repair or appliance protection programs, together with charges for natural gas and electric service on the same monthly bill if the charges for the unregulated nonenergy services are designated clearly and separately from the charges for the natural gas or electric service and it is noted that it is an unregulated service. Failure to pay for unregulated non-energy service charges may result in the termination of that service but not the shut off of the natural gas or electric service. If partial payment is made, the utility shall first credit payment to the balance outstanding for natural gas or electric service pursuant to the provisions of R 460.123(7) and R 460.123(8) where applicable."

- e. 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; IRS Instructions for the 1099-MISC.
- f. Ensure that assistance caps for MEAP as outlined in the MEAP Policy Manual are not exceeded. Cap exceptions are also outlined in the MEAP Policy Manual. Assistance payments that will cause the household to exceed caps must be approved by the Grant Administrator. Where possible, late fees for over-cap households should be waived by the energy provider.
- g. Ensure APP guidelines and reporting deadlines set forth in the grant agreement are met, and the standardized reporting template for APP payments (provided by MPSC) is implemented.
- h. Ensure APP contracts with energy suppliers, as guided by the MEAP Manual, are fully executed by the beginning of October 1st programming year. Additional stipulations must be approved by the MPSC and MDHHS prior to contract execution.
- i. Ensure that the Affordable Payment Plan (APP) structure is followed by participating utility companies. Notify the MSPC and MDHHS upon discovering contractual non-compliance.

# PART IV: PROJECT CONTROL & REPORTS

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## IV-A Project Control

The Grantee will carry out the project under the review of the Grant Administrator. The Michigan Department of Licensing and Regulatory Affairs Grant Administrator shall have final authority over the Grant Agreement.

Along with continuous liaison activities with the Grantee, the Grant Administrator will meet as needed with the Grantee's contact person for the purpose of reviewing progress and providing necessary guidance to the Grantee in solving problems that arise.

Prior to executing any changes to the scope of the project and/or budget, the Grantee must inform the Grant Administrator in writing outlining the proposed changes.

Changes to the Grant Agreement, including the budget, can only be made during the term of the grant.

## IV-B Monitoring and Reporting Program Performance

Grantee performance will be monitored in accordance with the tasks outlined in Section III-D of this RFP. The Grantee will be required to assume responsibility for program monitoring and reporting utilizing the methods detailed below. The Grantee will monitor program performance to ensure that time schedules are met and projected work by time period is accomplished. If the due date of the required report falls on a weekend or holiday, the report may be delivered the following business day. The Grantee will be provided with information regarding and access to a secure State data exchange gateway that must be utilized when electronically submitting required reports and requested customer-served documentation.

1. Customer Measures. The Grantee will manage and track customer measures related to energy security as requested by the Grantor.
2. Financial Status Reports (FSR). The Grantee shall submit a signed and dated FSR to the Grant Administrator indicating the amount of funds expended in each line-item category of the budget for State LIEAF funding and an additional FSR for

federal LIHEAP funding. FSRs must include source documentation that supports reported expenditures including, but not limited to, general ledgers, time sheets, payroll registers, invoices, check copies and bank statements, or cancelled checks. Expenses will be verified based on actual expenditures incurred within the grant period that are supported by source documentation, not budgeted amounts. State and Federal FSRs will be completed on Form C-108, which will be provided to the Grantee by the Grant Administrator.

3. Monthly Households Served Data and Documentation. The Grantee must submit the following:
  - a. Grantee will provide a monthly Validation Tool/Client List(s) that reflects every household served during the reporting period for each FSR and should include corresponding household assistance information. The Validation Tool/Client List must be submitted by the Grantee in Salesforce using an Excel format along with the corresponding FSR. The file will contain two tabs with one tab containing households that received a payment during the reporting period and the other tab containing households that received Self-Sufficiency Services. Once the file is reviewed and reconciled by the MPSC, the Grantee will upload each tab as a separate CSV file to the Household Assistance tab in Salesforce.
  - b. Grantee will provide a monthly summary on objectives, milestones and timeline progress. A form will be provided, and this completed form should be submitted each month under the Financial Status Report tab for the applicable reporting period.
  - c. Upon request, Grantee will provide a copy of the entire client file maintained by the Grantee that includes documentation that meets the requirements set forth in the MEAP Manual. Grant staff will review and perform an attribute-sampling of the monthly client lists, and request that the Grantee provide documentation collected during the reporting period.
4. Interim Project Status Report: The Grantee must submit an Interim Project Status Report to the Grant Administrator no later than: April 30, 2027. The report should include the following information at a minimum:
  - a. Project Identification: Name of Grantee, grant number and dates of current reporting period.
  - b. Project Milestones: Percent (%) completion of the project objectives based on number of households served and amount of energy assistance funding spent based on their household vulnerabilities.

- Number of households served and percent to projected households served (direct energy assistance).
  - Number of households served and percent to projected households served for both MEAP self-sufficiency & LIHEAP A16.
  - Number of unduplicated households served and percent to projected households served (any type).
  - Amount of direct energy assistance funding spent and percent to projected assistance (C-108, line 9e, Direct Assistance column).
  - Amount of grant funds spent (C-108 line 10h).
  - Number of unduplicated households served by county.
  - Assistance dollars distributed by county.
- c. Eligibility Determination: Number of households determined categorically eligible from identified program categories.
- Number of households receiving SER.
  - Number of households determined categorically eligible using a program other than SER.
  - Number of households for whom income was validated by the grantee:
  - Total households whose eligibility was determined.
- d. Project Progress: Brief outline of the work accomplished during the reporting period and the work to be completed during the subsequent reporting period(s).
- e. Self-Sufficiency Services: Description of how MEAP EAP & LIHEAP A16 funds have been utilized during the reporting period and any changes implemented in self-sufficiency service provision since the start of the grant period.
- f. Household Metrics
- Number of unduplicated households that presented for MEAP Self-Sufficiency Services.
  - Number of unduplicated households that presented for LIHEAP Assurance 16 Services.
  - Number of unduplicated households that received MEAP Self-Sufficiency Services (this number should match response b. in the Project Milestones section).
  - Number of unduplicated households that received LIHEAP Assurance 16 services (this number should match response b. in the Project Milestones section).

- Number of unduplicated households served with Vendor Advocacy for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.
- Number of Vendor Advocacy Services Type 1: Non-APP provided for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.
- Number of Vendor Advocacy Services Type 2: New APP enrollment provided for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.
- Number of Vendor Advocacy Services Type 3: New APP reverification provided for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.
- Number of unduplicated households served with Needs Assessment/Referral for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.
- Number of Budgeting Services Type 1: Financial discussions held for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.
- Number of Budgeting Services Type 2: Budget review provided for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.
- Number of Budgeting Services Type 3: Budget counseling sessions held for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.
- Total number of unduplicated households served with Budgeting Services for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.
- Number of unduplicated households served with Energy Education for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.
- Number of Energy Conservation Services Type 1: Energy savings discussions held for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.
- Number of Energy Conservation Services Type 2: Conservation resources provided to households for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.
- Number of Energy Conservation Services Type 3: Energy education courses attendees for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.
- Number of Energy Conservation Services Type 4: Weatherization referrals confirmed for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.
- Total number of unduplicated households served with Energy Conservation Services for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.

- Number of unduplicated households served with Short-term Case Management for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.
  - Number of unduplicated households served with Long-term Case Management for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.
  - Number of unduplicated households served by service type for both MEAP Self-Sufficiency and LIHEAP Assurance 16 services.
- g. Coordination: Provide a summary of your organization's efforts and successes in coordinating MEAP assistance with internal programs, energy service providers, other organizations, Michigan 211, MI Bridges, etc.
  - h. Noteworthy Accomplishments: Identify and describe any milestones reached or noteworthy accomplishments completed during the period.
  - i. Delays: Brief description of problems or delays, real or anticipated, which should be brought to the attention of the Grant Administrator.
  - j. Project Deviations: Statement concerning any significant deviation from the previously agreed-upon work plan developed in Part V: Information Required from Applicant, including any information about any Grant Amendments.
  - k. Attachments and Other Materials: Provide project materials developed and implemented during the reporting period (e.g., newspaper articles, newspaper advertisements, forms, brochures, announcements, studies, reports, analyses, audits, etc.). Include pertinent customer feedback received during the reporting period in this section.
5. Final Project Report: The Applicant must submit a draft of the final project report by October 15, 2027, for the period October 1, 2026, through September 30, 2027. After the Grant Administrator has determined the completeness and factual accuracy of the report, the Grantee shall submit a final copy of the report to the Grant Administrator. The final project report shall include information that is included in the interim report and the following information at a minimum:
    - a. Project Milestones: Percent (%) completion of the project objectives based on number of households served and amount of direct assistance funding spent.
    - b. Project Implementation: Outline of the work accomplished during the grant term.
    - c. Self-Sufficiency: Description of how MEAP Self-Sufficiency & LIHEAP Assurance 16 funds have been utilized during the reporting period.
    - d. Program Metrics

- Provide the number of households served at the varying types of self-sufficiency/energy security services offered by your agency, include the total unduplicated number of households receiving any level of service. Report MEAP Self-Sufficiency services & LIHEAP Assurance 16 services separately. Specific details required for the varying levels of Self-sufficiency/energy security services are outlined in the Project Status Report template attached to this RFP.
- Comply with the LIHEAP Assurance 16 reporting requirements. Report on MEAP Self-Sufficiency services & LIHEAP Assurance 16 services separately:
  - Describe how you have used MEAP Self-Sufficiency & LIHEAP Assurance 16 funds to provide Self-Sufficiency services.
  - Describe the impact of MEAP Self-Sufficiency activities on households served.
  - Describe the impact of LIHEAP Assurance 16 activities on households served.
  - Describe the level of direct benefits provided to those households.
- Explain how your program assists clients with household budgeting. Provide the number of households, as well as the percentage of total unduplicated households reported, that have received assistance with budgeting services for each one of the budgeting service types for both MEAP Self-Sufficiency & LIHEAP Assurance 16 services.
- Explain how the program has encouraged and enabled households to reduce their home energy needs and thereby the need for future energy assistance. Provide the number of unduplicated households, as well as the percentage of total unduplicated households reported, utilizing the various energy conservation service types to optimize energy savings for both MEAP Self-Sufficiency services & LIHEAP Assurance 16 services.
- For customers enrolled in energy supplier affordable payment plans:
  - Provide the number of unduplicated households that were newly enrolled into CARE, LSP, MAP, or EASE during this reporting period.
  - Provide the number of unduplicated households that were enrolled in a previous fiscal year that received any APP payment during this reporting period.
  - Provide the number unduplicated households that were removed from the energy supplier affordable payment plan. Include information on the reason for removal.

- Provide the number of enrolled households that received utility-sponsored Energy Waste Reduction services.
  - Provide the number of enrolled households that engaged in each of the following self-sufficiency/energy security services: Energy Conservation, Budgeting Services, Short and/or Long-term Case Management.
- e. Coordinated Efforts: Describe the coordinated efforts with other organizations to complete the project.
  - f. Project Impacts – Describe the impacts, anticipated and unanticipated, experienced as a result of project implementation.
  - g. Next Steps – Explain the experience in applying the project products and anticipated next steps.
  - h. Financial Summary – Provide a summary of financial expenditures of grant funds; include the basis or reason for any discrepancies. Include information about any formal Grant Amendments, including the award of additional funds or the reduction in your grant award.
  - i. Evaluation - Evaluate the success of the program. The program should be evaluated against the grantee's work plan and objectives. Grantee should provide an honest and objective assessment of the successes and failures of the project. The evaluation should have both quantitative and qualitative components and be based on the reporting metrics at prescribed intervals.
  - j. Attachments and Other Materials - Provide project materials developed and implemented that were not provided in project status reports (e.g., newspaper articles, newspaper advertisements, forms, brochures, announcements, studies, reports, analyses, audits, etc.). Include pertinent customer feedback received during the reporting period in this section.
6. Final Financial Status Report (FSR). A signed and dated final FSR must be submitted to the Grant administrator indicating the amount of funds expended in each line-item category of the budget by October 15, 2027, for the period October 1, 2026, through September 30, 2027.
  7. The Final FSR must include source documentation that supports all reported expenditures including, but not limited to, general ledgers, time sheets, payroll registers, invoices, check copies and bank statements, or cancelled checks. Expenses will be verified based on actual expenditures incurred within the grant period that are supported by source documentation, not budgeted amounts. The Final FSR will be completed on Form C-108.

A reporting schedule is available as follows.

**Figure 1: MEAP 2027 Reporting Schedule**

<b>Report Due Date</b>	<b>Report Type</b>	<b>FSR #</b>	<b>Period Covered</b>
November 24, 2026	Project Milestones and Household Assist Files 1) Payments and 2) A16 / Self Sufficiency	1	October 1 – October 31, 2026
November 30, 2026	Financial Status Report w/ Support	1	October 1 – October 31, 2026
December 29, 2026	Project Milestones and Household Assist Files 1) Payments and 2) A16 / Self Sufficiency	2	November 1 – November 30, 2026
January 4, 2027	Financial Status Report w/ Support	2	November 1 – November 30, 2026
January 26, 2027	Project Milestones and Household Assist Files 1) Payments and 2) A16 / Self Sufficiency	3	December 1 – December 31, 2026
February 1, 2027	Financial Status Report w/ Support	3	December 1 – December 31, 2026
February 23, 2027	Project Milestones and Household Assist Files 1) Payments and 2) A16 / Self Sufficiency	4	January 1 – January 31, 2027
March 1, 2027	Financial Status Report w/ Support	4	January 1 – January 31, 2027
March 25, 2027	Project Milestones and Household Assist Files 1) Payments and 2) A16 / Self Sufficiency	5	February 1 – February 28, 2027
March 31, 2027	Financial Status Report w/ Support	5	February 1 – February 28, 2027
April 26, 2027	Project Milestones and Household Assist Files 1) Payments and 2) A16 / Self Sufficiency	6	March 1 – March 31, 2027
April 30, 2027	Financial Status Report w/ Support	6	March 1 – March 31, 2027
<b>April 30, 2027</b>	<b>Interim Project Status Report</b>	-	<b>October 1, 2026 – March 31, 2027</b>
May 25, 2027	Project Milestones and Household Assist Files 1) Payments and 2) A16 / Self Sufficiency	7	April 1 – April 30, 2027
May 31, 2027	Financial Status Report w/ Support	7	April 1 – April 30, 2027
June 24, 2027	Project Milestones and Household Assist Files 1) Payments and 2) A16 / Self Sufficiency	8	May 1 – May 31, 2027
June 30, 2027	Financial Status Report w/ Support	8	May 1 – May 31, 2027
July 27, 2027	Project Milestones and Household Assist Files 1) Payments and 2) A16 / Self Sufficiency	9	June 1 – June 30, 2027
August 2, 2027	Financial Status Report w/ Support	9	June 1 – June 30, 2027
August 25, 2027	Project Milestones and Household Assist Files 1) Payments and 2) A16 / Self Sufficiency	10	July 1 – July 31, 2027

August 31, 2027	Financial Status Report w/ Support	10	July 1 – July 31, 2027
September 24, 2027	Project Milestones and Household Assist Files 1) Payments and 2) A16 / Self Sufficiency	11	August 1 – August 31, 2027
September 30, 2027	Financial Status Report w/ Support	11	August 1 – August 31, 2027
October 12, 2027	Project Milestones and Household Assist Files 1) Payments and 2) A16 / Self Sufficiency	12	September 1 – September 30, 2027
October 15, 2027	Financial Status Report w/ Support	12	September 1 – September 30, 2027
<b>October 15, 2027</b>	<b>Final Project Report</b>		<b>October 1, 2026 – September 30, 2027</b>

## PART V: INFORMATION REQUIRED FROM THE APPLICANT

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Applicants must submit one proposal electronically via email to the Solicitation Manager that encompasses the work to be performed in fiscal year 2027. Proposals must be submitted on the provided response form, “FY27 RFP Narrative Template,” and the provided workbook, “FY27 MEAP RFP Workbook”, with any necessary attachments including those on the “Required Attachments Checklist.” Electronically submitted proposals must have a scanned signature or e-signature and cannot exceed 25 MB.

Applicants must provide responses to each section below on the forms provided. Be as descriptive as possible and answer each question in its entirety; some questions have multiple components. In your responses consider section I-L Economy of Preparation which directs Applicants to provide a straight-forward, concise description of the Grantee’s ability to meet the requirements of the RFP. Questions that do not apply should be answered “NA.” To ensure the most effective review and evaluation of proposals, all Applicants are encouraged to supply answers to all the included questions.

## V-A Identification of Organization (0 points)

On the “FY27 RFP Narrative Template” State the full name and address of the organization, the organization’s federal identification number, and the organization’s telephone number. Indicate the geographic regions the organization proposes to serve, the total number of counties, and the amount of LIEAF, LIHEAP, and total funds requested.

## V-B Authorized Negotiator (0 points)

State the name of one (1) contact person, the contact person’s job title, and their telephone number and electronic mail address. The contact person must be authorized to be the negotiator for the proposed Grant Agreement with the State.

## V-C Method for Addressing the Problem (15 points)

State in succinct terms the Applicant's proposed method for addressing the problem presented in Section III-B, Problem Statement, including the specific geographic regions the applicant is proposing to serve and method(s) of service delivery. Please note the emphasis on vulnerable populations, self-sufficiency services, energy crisis, and energy security within Section III-B. Describe any significant existing or anticipated obstacles the Applicant has/will face in meeting the needs of low-income households while providing energy assistance, as well as how the Applicant will mitigate such obstacles.

## V-D Management Summary (16 points)

1. Describe management procedures that the organization will use to complete the proposed project. Include information on oversight of activities in the regions your organization proposes to serve. (FY27 RFP Narrative Template)
2. Describe measures that will be taken to ensure the selected organization will be prepared to meet grant requirements including handling client service volume and distribution activity, eligibility determination, and implementation of self-sufficiency guidelines. Include details on process improvements and staffing additions that will be implemented to strengthen administrative structures.

3. Describe the organization's quality control measures for ensuring compliance and for eligibility determination. Include information regarding programmatic separation of duties as well as how staff will be monitored.
4. Describe how the organization will conduct a review of internal performance management and implement ongoing process improvements.

### ***Fiscal Control and Financial Accounting Procedures (8 points)***

Selected applicant must provide fiscal control and financial accounting procedures that will ensure that grant funds will be accounted for and properly dispersed in a way that will allow the Issuing Office to clearly review and verify all grant-related expenditures. Describe the organization's internal control policy:

1. Identify the type of accounting system/software the organization will use to account for grant funds.
2. Identify how duties will be separated.
3. Describe how the organization will account for grant funds. Ensure funds are maintained in a non-interest-bearing account.
4. Will grant funds be placed in a separate bank account, will the grant funds be assigned a unique code(s) within the organization's overall accounting system.
5. Indicate whether internal and external audits of the organization's operations are performed on an annual basis.
6. If external audits are performed, indicate the name of the external auditing firm most recently used.
7. Provide the fiscal year end date of most recent single audit as required by OMB Circular 200.36. Enter date received by the Federal Audit Clearinghouse
  - a. Each Applicant must provide the date of and a copy of the organization's most recent audited financial statement and information regarding the submission of the single audit to the Federal Audit Clearinghouse as required by OMB Circular 200.36 (if applicable). The audited financial statement is required.
8. Using the Addendum (The Green Book), each Applicant should explain how the organization's written policies are in accordance with the applicable regulations set forth in the book. The Green Book is included as a source of reference.
9. Summarize your organization's Whistle Blower Policy and procedures.

## *Data Privacy and Information Security (9 points)*

Selected applicant(s) is responsible for establishing and maintaining a data privacy and information security program, including physical, technical, administrative, and organizational safeguards, that is designed to: (a) ensure the security and confidentiality of the State Data; (b) protect against any anticipated threats or hazards to the security or integrity of the State Data; (c) protect against unauthorized disclosure, access to, or use of the State Data; (d) ensure the proper disposal of State Data; and (e) ensure that all employees, agents, and subcontractors of selected applicant, if any, comply with all of the foregoing.

1. Describe your agency's data security plan. Please include the frequency of computer and software upgrades.
2. Provide a detailed explanation of how the Applicant will ensure that all household PII and PHI collected, used, processed, stored or generated during the client intake process will be secured and maintained in a secure manner in compliance with Section II-FF, Confidentiality. Attach a copy of your internal policy regarding Data Security.
3. As detailed in this RFP, Section II-FF, Confidentiality of State Data, no less than annually, selected applicants must conduct a comprehensive independent third-party audit of their data privacy and information security program and provide such audit findings to the State. Please describe any recent audit findings and their resolution.
4. Briefly summarize your incident response plan for data breaches, if applicable. Do you have a relationship with a third-party vendor to assist with incident response, or do you manage this in-house?

## **V-E Work Plan (45 points)**

For October 1, 2026, through September 30, 2027, provide a clear and concise work plan for providing energy assistance to vulnerable and low-income households. The plan must include components from the DRAFT MEAP Manual (i.e., MEAP Application, Income Calculation Worksheet, and Guidelines on the Provision of Self-Sufficiency Services).

Work Plans submitted by Applicants should include:

1. Discuss services provided to enable low-income households to move towards home energy security and/or self-sufficiency. Describe how service is delivered to eligible energy customers and what triggers delivery of particular services.
2. Describe methods used by your organization to identify need for and to promote education and outreach on the availability of energy assistance programs and funding across your service area. Indicate any special considerations or strategies used to amplify education and outreach with vulnerable populations in the proposed geographic area.
3. Describe in detail how your organization will triage applicants and determine eligibility for services. Include how you will assess and prioritize vulnerable populations. Consider those approved for SER, those who may be categorically eligible, and those whose income needs to be verified.
4. Describe how low-income households' service plans will be developed and implemented. Include information on criteria that determine which energy, self-sufficiency and/or Assurance 16 services are provided to which households.
5. Provide a detailed description of each service component of the program. Distinguish services that will be provided by the agency, and which will be provided as a referral. Identify which services will be specifically targeted to vulnerable households as described in the Guidelines on the Provision of Self-Sufficiency Services. Outline service delivery methods for each self-sufficiency and/or Assurance 16 service provided.
6. Describe how your organization addresses accessibility for energy assistance applicants in the region(s) you propose to serve. Consider technological access, digital accessibility for those with disabilities, language barriers, service hours, contact modalities, and other obstacles that the communities served may face.
7. Describe in detail how referrals from MI Bridges will be processed and the steps that will be taken to ensure the low-income household's needs are assessed, documented and retained in the client file.
8. Explain how this plan will be coordinated with other services offered by the organization. Explain how this plan will leverage other funding sources and programs or services provided. Include information on programs currently administered by the organization that create opportunities for low-income customers to work toward energy security; include details on funding sources and matching dollars.

9. Explain how the organization coordinates with other agencies that provide services not offered directly by the organization. Describe how the referrals will be tracked and household progress documented.
10. Explain measures that will be taken if the organization anticipates exhausting or not expending funding to ensure MEAP optimally serves clients in a timely, efficient, and responsive manner.

Then, identify the objectives and milestones for the proposed project in the FY27 MEAP RFP Workbook.

1. Estimate the total number by county of eligible low-income households that your organization will serve with MEAP in any capacity and provide a total for all counties served. Describe how the Applicant calculated that estimate.
2. Estimate the total number of eligible low-income households to be served by MEAP with any type of energy payment for all counties served. Describe how the Applicant calculated that estimate.
3. Estimate the total number of eligible low-income households to be served by MEAP with enrollment in an Affordable Payment Plan for all counties served. Describe how the Applicant calculated that estimate.
4. Estimate the total number of eligible low-income households to be served by MEAP through LIHEAP Assurance 16 and MEAP self-sufficiency services for all counties served. Describe how the Applicant calculated that estimate.
5. Review the percentage of total grant dollars allocated to energy payment assistance in the Applicant Budget Sheet (Column C, Row 267). Note: a minimum of 80% of the LIEAF allocation is required.
6. Review the estimated average energy payment(s) cost per household (total energy payment assistance divided by total households) within the Timeline Sheet (Column C, Row 87). Describe how the Applicant calculated that estimate.
7. Review the estimated average total cost per household (total grant dollars divided by number of households) within the Timeline Sheet (Column C, Row 88). Describe how the Applicant calculated that estimate.
8. Provide a timeline for completing the planned activities and tasks for the proposed project during the grant period. Selected Grantees assume the responsibility for ensuring the grant project is performed within the established timeline. A month-by-month format shall include at a minimum:
  - b. The date that you anticipate that your program will begin to serve low-income households with energy assistance.

- c. Required dates for all reports due to the Issuing Office.
  - d. Progress toward estimated number of households served.
  - e. Number of households enrolled in an energy supplier affordable payment plan.
9. In the FY27 MEAP RFP Workbook, list each physical location including the address, phone number and hours of operation. For each service location, include the location's service area (by geographic region then by county) as well as confirmation that the site has staff that are registered as Navigators with MI Bridges.
10. If applicable, in the FY27 MEAP RFP Workbook, provide a list or table that includes the other wrap-around services as well as the location(s) where the services are offered.

## V-F Current and Prior Experience Disclosure (15 points)

Current and prior experience in administering financial assistance programs for low-income households is important to the selection process. Each applicant must provide a copy of the organization's most recent audited financial statement and information regarding the submission of the single audit to the Federal Audit Clearinghouse (if applicable). The audited financial statement is required.

1. Describe the organization's experience in conducting financial assistance, energy assistance, needs assessment, and short-term case management. Include current activities and activities for the previous three (3) years. Include project results.
2. Describe your organization's history, presence, and connections for each region you propose to serve. Enter N/A for regions your organization is not proposing to serve.
  - a. **Region 1 - Upper Peninsula:** Includes all 15 upper peninsula counties.
  - b. **Region 2 – Northwest Region:** Includes Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford Counties.
  - c. **Region 3 – Northeast Region:** Includes Alcona, Alpena, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle, and Roscommon Counties.
  - d. **Region 4 – West Michigan:** Includes Allegan, Barry, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, and Ottawa Counties.

- e. **Region 5 – East Central Region:** Includes Arenac, Bay, Clare, Gladwin, Gratiot, Isabella, Midland, and Saginaw Counties.
  - f. **Region 6 – East Michigan Region:** Includes Genesee, Huron, Lapeer, Sanilac, Shiawassee, St. Clair, and Tuscola Counties.
  - g. **Region 7 – South Central Region:** Includes Clinton, Eaton, and Ingham Counties.
  - h. **Region 8 – Southwest Region:** Includes Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren Counties.
  - i. **Region 9 – Southeast Region:** Includes Hillsdale, Jackson, Lenawee, Livingston, Monroe, and Washtenaw Counties
  - j. **Region 10 – Detroit Metro:** Includes Macomb, Oakland, and Wayne Counties.
3. If applicant received a similar grant award from the State of Michigan in prior years for the type of project proposed, provide a summary of project accomplishments. Include a plan for addressing and resolving past problems. If not, enter N/A.
  4. How will your organization build or enhance capacity for serving the geographic areas you are applying to serve?
  5. List the current funding source(s) for meeting the essential financial needs of low-income households and the level of funding for the current year and the previous three (3) years.

## V-G Key Personnel (8 points)

Selected applicants must be able to staff a project team that clearly possesses skill and experience in providing income-qualified assistance with essential needs. In the narrative, identify the authorized contact person and key personnel to be involved with this project by name and title and provide a brief summary of their experience, qualifications, and the work to be performed.

Each Applicant must provide an organizational chart as a whole for key positions such as Board of Directors, Executive Director, Chief Financial Officer (CFO), Chief Executive Officer (CEO), Chief Operating Officer (COO), Human Resources Manager, Administrative Assistant, President, Vice President, Accountant, Chief Information Officer, Bookkeeper, Customer Service Representative, Financial Management, Chief Compliance Officer, IT, Controller, etc.] along with a condensed version of only MEAP staff.

1. Provide the contact information and role for the Project Manager / authorized contact and signatory.
2. Provide the contact information and role for the Authorized Financial Manager and signatory.
3. Provide the contact information and role for the Program Administrator.
4. Provide the contact information and role for the person responsible for 2-1-1 profile/database listing maintenance.
5. Provide the name and contact information and role for the assigned reporter for any data compromise.
6. Provide a brief summary of the experience, qualifications, and the work to be performed by key personnel.
7. Identify any other key personnel to be involved with this project by name and title and provide a brief summary of the project team's experience, qualifications, and the work to be performed.
8. If other organizations will play a role in the proposed project, provide sufficient background information that will give the Issuing Office a reasonable understanding of each organization's qualifications. If not, enter N/A.

Personnel involved in providing energy assistance to low-income households will have access to Sensitive Personal Information; selected Grantee shall employ a data security plan to protect this information. Applicants shall have each employee and volunteer, involved in collecting, handling or analyzing Sensitive Personal Information, sign an agreement stating that they agree to follow your agency's confidentiality and security standards. Attach a copy of your confidentiality agreement and in the FY27 MEAP RFP Workbook provide a list of personnel and the date that the confidentiality agreement was signed.

## V-H Budget (9 points)

To enable the Issuing Office to evaluate all project costs, Applicants shall submit a proposed budget and corresponding separate budget narrative. The budget and narrative must follow the format outlined in the "FY27 MEAP RFP Workbook". Include only MEAP grant funds in the budget; do not include matching, leveraged, cost share or any other type of supplemental funds. The budget narrative must identify the budget line item and number, provide a detailed description for each line, and include individual unit prices.

Each Grantee will be required to provide supporting documentation for grant expenditures incurred during the term of the grant. Accounting records must be supported by source documentation including, but not limited to, general ledgers, time sheets, payroll registers, invoices, check copies and bank statements, or cancelled checks. Expenses will be verified based on actual expenditures incurred within the grant period that are supported by source documentation, not budgeted amounts.

9. **Budget Changes** – Any changes to the budget must be pre-approved by the Grant Administrator. Changes in the budget of less than 5% of the total line-item amount, or \$2,000 (whichever is greater) do not require a formal amendment; however, a revised budget must be submitted to the Grant Administrator for approval. The allowable transfer should be calculated as less than 5% of the total line item that the funds are being transferred from, or \$2,000 (whichever is greater).
  - a. Cumulative changes in the budget equal to or greater than 5% of the total line-item amount, or \$2,000 (whichever is greater) may be permitted only upon prior review and written approval by the Grant Administrator and LARA. A formal grant amendment must be signed by both the Grantor and Grantee.

*Note: Money cannot be moved from the Direct Assistance Category to other Budget Categories.*

10. **Disallowed Costs** – Disallowed costs include but are not limited to the following: bonuses, tuition reimbursement/remission, vehicle allowance, seminars, conferences, meetings, subscriptions, dues, and memberships.
11. **Administrative Costs** – Administrative costs cover expenses related to general administrative functions and coordination of functions and oversight related to MEAP administrative functions. Administrative costs should include costs of goods and services required for administrative functions of the program; travel costs incurred for official business in carrying out administrative activities or the overall management of the MEAP; costs of information systems related to administrative functions; and contractual services related to sub-recipients or vendors that are solely for the performance of administrative functions. Total administrative and indirect costs included in the budget may not exceed 12% of the total grant award with total indirect costs not to exceed 7% of Modified Total Direct Costs [Total Direct Costs minus Federal LIHEAP Assurance 16 costs.]
12. **Energy Assistance Program Costs (EAP)** EAP costs cover expenses related to the delivery of energy assistance program services. EAP costs should include Program

Costs, and Self-sufficiency Costs and delivery of Direct Energy Assistance Payments (DAP). EAP personnel costs will be reflected on time sheets for customers who **have not been** determined eligible for SER.

Self-sufficiency services that may be provided under EAP or A16 include the following:

Service Type	Eligible for LIHEAP Funding	Required by MEAP Legislation	Required Offerings of MEAP Providers
<b>Foundational Services</b>	No	No	Yes
Energy Security Planning	No	No	Yes
Needs Assessment/Referral	Yes	No	Yes
Vendor advocacy	Yes	No	Yes
Type 1: Non-APP	Yes	No	Yes
Type 2: New APP enrollment	Yes	No	Yes
Type 3: APP reverification	Yes	No	Yes
<b>Budgeting services</b>	Yes	Yes	Yes
Type 1: Financial discussion	Yes	No	Yes
Type 2: Budget review	Yes	No	Yes
Type 3: Budget counseling	Yes	No	Optional
<b>Energy conservation services</b>	Yes	Yes	Yes
Type 1: Energy discussion	Yes	No	Yes
Type 2: Conservation resources	Yes	No	Optional
Type 3: Energy education	Yes	No	Optional
Type 4: Weatherization referral	Yes	Yes	Yes
<b>Case Management Services</b>	Yes	No	Yes
Short-term case management	Yes	No	Yes
Long term case management	Yes	No	Optional

13. **Federally Funded Assurance 16 Costs (A16)** – A16 personnel costs will be reflected on time sheets for customers who **have been** determined to be eligible for SER. A16 activities should be included as separate items within the budget. Only expenditures for the portion of staff members’ time spent on A16 services may be charged under the A16 Program Costs category. EAP costs cover other expenses related to the delivery of services to SER approved households. Examples of expenditures that are **not** allowable A16 expenditures include:
- a. Outreach: Designing outreach materials, conducting outreach activities
  - b. Crisis Determination: assessing whether the client is in crisis

- c. Benefit determination: using the information supplied by the client to determine their benefit
  - d. Intake: working with the client to complete the LIHEAP application
14. **Direct Energy Assistance Payments (DAP)** must be, at a minimum, 80% of total LIEAF funding in the Applicant's budget. Please indicate the approximate number of households to be assisted and the estimated average payment.
15. **Budget Requirements** - the budget shall display five (5) headings identified as the: Line Item, Budget Category, Budget, Additional Requested Funds and Total Budget. The Budget line items that need to be included, at a minimum, are listed below. The budget should reflect the best estimate of actual costs using whole numbers. Please refrain from using decimals or formulas. A budget template will be provided. Refer to the budget example provided in the attachments to this RFP.

Please note that the Budget and Budget Narrative are interrelated documents. Any changes that are made to the Budget Narrative must be represented on the Face of the Budget. The Budget Narrative describes the related costs on the face of the Budget.

- a. Personnel
  - *Salary* – In the budget, include the name and job title for each staff position to be paid for by the grant. Time sheets and payroll registers must be submitted for each staff position, and hours worked must be grant related. The Time and Effort process is encouraged when working on multiple funding activities.
  - *Fringe Benefits* - Fringe benefits may not exceed 35% of each employee's salary. Fringe benefits will be reimbursed based on actual expenditures per employee up to 35%, not on budgeted amounts. Allowable benefits include health, dental, and optical insurance; employer-paid Social Security and Medicare tax; Michigan and Federal unemployment tax; and other miscellaneous fringe benefits (life insurance, long- and short-term disability insurance, worker's compensation, and retirement program contributions up to 4%). Applicants must provide details on the organization's method of calculating fringe benefit expenses that will be charged to the grant including whether fringe benefits are calculated on an annualized basis or based on the length of the grant term. The budget narrative must include the number of weeks the individual will work on the grant; number of hours per week a full time employee of the organization is expected to work; a

description of the work to be performed by each individual; the estimated hours to be worked; actual pay rate; the fringe benefit percentage being charged to the grant for each employee; the percentage of the employee's time allocated to the grant; whether each employee is salaried-exempt, salaried-non-exempt or hourly; and any other applicable information related to the individual's duties and responsibilities in connection with this grant.

- *Contractual Services* - Individuals that are not on Grantee's payroll, e.g., independent contractors, individuals receiving a Form 1099, temporary workers, etc., must be placed under the Contractual Services budget category. Only employees on the Grantee's payroll should be included in the Personnel budget category.
- b. **Supplies, Materials, & Equipment:** Specify item(s) and cost. The budget narrative should include the anticipated cost of each item, a detailed explanation of the item's purpose, and how it relates to the project being funded. Be as detailed as possible.
- c. **Contractual Services:** Contractual services must be competitively bid. The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition. Individuals that are not on Grantee's payroll, e.g., independent contractors, individuals receiving a Form 1099, temporary workers, etc., must be placed under Contractual Services. A minimum of three (3) bids must be solicited and proposals must include, at a minimum: (1) name of selected applicant, grant number, and grant period; and (2) the type, number, and description of projects as described in the proposal. When competitive selection is not feasible or practical, the Grantee agrees to obtain the written approval of the Grant Administrator before making a sole source selection. The Grant Administrator will reserve the right to request a copy of all bids for services that are competitively bid. If requested, Grantee must provide the Grant Administrator with the solicitation, list of vendor responses (including amounts), and name of the selected vendor. Grantee must maintain bids on file at their place of business according to the retention schedule in Section II-B, Records Maintenance, Inspection, Examination, Audit and Monitoring. Grantee must award the subcontract to the bid that provides the best value to the project. Grantee must provide written justification why the awarded bid was determined the best value. All subcontracted services must be competitively bid, and the Grantee shall ensure compliance with this requirement. When awarding contracts, the selected applicant must ensure

that preference is given to products manufactured in or services offered by Michigan-based firms. Grantee must provide the Grant Administrator with the solicitation, list of vendor responses (including amounts), and name of the selected vendor.

- d. Travel: In the budget include the name, job title and official workstation for each staff member that will be traveling. Grantee must follow the State of Michigan Standardized Travel Regulations. The State will reimburse for mileage, lodging, and meals, refer to the current State travel rates. Meals and lodging must be supported by itemized, legible receipts and reasons for travel. Itemized meal receipts must include a list of each item purchased; receipts for payments made by credit card that are not itemized will not be accepted.

Mileage must be supported by travel log(s) with beginning and ending addresses, mileage total, and reason for travel. Applicants will be provided a travel log example. Out-of-state travel must be directly related to the grant project and approved by the Grant Administrator prior to travel. Travel expenses listed in the travel budget category are strictly for individuals listed on the budget under Personnel. Per Diem payments and alcoholic beverage reimbursements are not allowed.

- e. Other Expenses: This category is solely for use by organizations charging a per-case fee for work performed by subunits or internal agencies within the organization that do not require a competitive bid, i.e., contract, memorandum of understanding or any other type of signed agreement.
- f. **Energy Assistance Program Costs:** The budget category is solely for costs incurred for delivery of energy assistance program services as set forth in Section V- G (4). At a minimum indicate the approximate number of households to be assisted and the estimated average payment.

**Indirect Costs:** "Direct costs" are those that are directly related to performing activities under the Statement of Work. "Indirect costs" are general administrative and overhead expenses necessary for the overall operation of the organization. Examples include general office supply and equipment expenses, utilities, rent, maintenance and repair, insurance, and the following administrative services: accounting, bookkeeping, legal, and the salaries and fringe benefits of staff working to support the organization but who are not directly performing activities under the Statement of Work. Non-cash expenses like depreciation, amortization, and depletion are not allowable indirect costs under this grant. Indirect costs may not exceed seven percent (7%) of the modified total direct costs (MTDC). For purposes of this Agreement,

MTDC consist of the following expenses directly related to performing services under the Statement of Work: salaries and wages, applicable fringe benefits, materials and supplies, services, and travel.

Indirect costs should be a single line item at the bottom of the detailed budget and the indirect rate rounded to six (6) decimal places. The budget narrative must contain a list of reimbursable indirect costs, how the grantee determined indirect costs, and the percentage rate calculation for indirect costs. Grantee is not required to provide documentation supporting indirect costs; however, documentation verifying the costs must be retained by the Grantee per the retention schedule in Section II-B, Records Maintenance, Inspection, Examination, Audit and Monitoring.

- g. **Expenditure Guidelines:** To ensure efficient review and approval of grant expenditures, Grantee will be provided with additional guidelines to assist with calculating and determining accurate and appropriate grant expenditures.
- h. **Category Subtotal:** Each budget category should have a subtotal displaying the total anticipated amount to be expended, and the budget should include a subtotal for total direct project costs and a sum of total project costs.
- i. **Budget Modifications:** After submitted proposals are approved by the MPSC and a total funding amount determined, modifications of proposals and budgets may be necessary. If the MPSC does not approve the total amount requested in the original proposal, the Grantee will be required to submit a revised proposal, budget and budget narrative for the purpose of entering into a Grant Agreement. New line items to the revised budget are not allowed.
- j. **Unexpended Funds:** Grantee assumes the responsibility of ensuring all unexpended grant funds are returned to the State of Michigan within 45 days after the end of the grant period. Failure to do so may render Grantee ineligible for future grant awards and/or subject to legal action.
- k. **Commingling Funds:** Grantee may not commingle grant award funds with current or future grant awards. All funding sources must be managed and accounted for separately.
- l. **Payment Policies:** Grantee must adhere to the policies and procedures set forth by the MPSC, with regard to energy assistance underpayments, overpayments and refunds. Grantee will receive a copy of the policy from the Grant Administrator.

## V-I Additional Information and Comments

Include in this section any other information that is believed to be pertinent but not specifically requested elsewhere in this RFP.

## V-J Certification of Proposal

Please sign the proposal and include the following language: *“I certify that all information contained in the proposal is true to the best of my knowledge and belief, and that the organization is in compliance and agreement with all sections of the Request for Proposal.”* Failure to comply with grant terms may result in termination of the grant.

Certified by:

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Authorized Signatory and Title

Date

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Name of Organization

## V-K Required Attachments Checklist

Ensure the following items are attached to the electronic email submission in the order listed below and clearly identifiable.

- Submit these items separately.
- Provide searchable pdf documents with the exception of the RFP Workbook.
- Name documents to follow this required naming convention where “Applicant” is the name of your organization.
  - “Applicant RFP Narrative Template”
  - The RFP Narrative Template with all questions answered or noted as N/A.
  - “MEAP RFP Workbook”
  - The provided MEAP RFP Workbook with all tabs completed.
  - “Applicant Attachment A - Audit”

- A copy of the organization’s most recent audited financial statement and information regarding the submission of the single audit to the Federal Audit Clearinghouse
- “Applicant Attachment B – Org Chart”
  - A detailed organizational chart including names, titles, and geographic location of all individuals that will contribute to the project
- “Applicant Attachment C - Confidentiality”
  - A copy of your employee confidentiality agreement
- “Applicant Attachment D – Data Security”
  - A copy of your agency’s data security plan and internal policy regarding data security
- Optional: “Applicant Attachment E – Additional Items”

## PART VI: EVALUATION AND SELECTION CRITERIA

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### VI-A Criteria and Scoring

All proposals received shall be subject to an evaluation by the MPSC and MDHHS. The evaluation will be conducted of the Applicant’s ability to perform the proposed grant project within the established timeline. The evaluation will also consider Applicant capacity to meet legislative requirements, serve customers and distribute funds.

All proposals will receive an initial screening to ensure that the eligibility criteria are met. Proposals failing to meet the eligibility requirements described in Section I-B will be rejected automatically.

Proposal submissions that do not include all required attachments listed in Section V-K Required Attachments Checklist will be considered nonresponsive.

Proposals meeting the RFP and grant program requirements will be evaluated based on the scoring factors listed below. Only proposals receiving a score of 90 points or higher will be considered for a grant award.

- Method for Addressing the Problem 15 points

▪ Management Summary	16 points
▪ Fiscal Control and Financial Accounting Procedures	8 points
▪ Data Privacy and Information Security	9 points
▪ Work Plan	45 points
▪ Current and Prior Experience Disclosure	15 points
▪ Key Personnel	8 points
▪ Budget	9 points
▪ Total points possible	125 points

People with disabilities may request this material in an alternate format by emailing [LARA-MPSC-ADA-Requests@Michigan.gov](mailto:LARA-MPSC-ADA-Requests@Michigan.gov) or calling 1-517-284-8090

