

State of Michigan
Department of Licensing and
Regulatory Affairs

Michigan Public Service
Commission

Request for Proposals
Grant Year 2027

Michigan Energy Assistance
Program

May 1, 2026

PART V: INFORMATION REQUIRED FROM THE APPLICANT

Response Template

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V-A Identification of Organization (Required, 0 points)

Organization Name:	
Address:	
Federal ID:	
Phone Number:	

Geographic Regions the Organization Proposes to Serve (Required, 0 points)

- For each region, select whether the organization proposes to serve all counties within the region, only some counties within the region or is not proposing to serve the region.

Region 1 - Upper Peninsula: Includes all 15 upper peninsula Counties.	Choose an item.
Region 2 – Northwest Region: Includes Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford Counties. (10 counties)	item.
Region 3 – Northeast Region: Includes Alcona, Alpena, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle, and Roscommon Counties. (11 counties)	
Region 4 – West Michigan: Includes Allegan, Barry, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, and Ottawa Counties. (13 counties)	
Region 5 – East Central Region: Includes Arenac, Bay, Clare, Gladwin, Gratiot, Isabella, Midland, and Saginaw Counties. (8 counties)	item.
Region 6 – East Michigan Region: Includes Genesee, Huron, Lapeer, Sanilac, Shiawassee, St. Clair, and Tuscola Counties. (7 counties)	Choose an item.
Region 7 – South Central Region: Includes Clinton, Eaton, and Ingham Counties. (3 counties)	item.
Region 8 – Southwest Region: Includes Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren Counties. (7 counties)	item.
Region 9 – Southeast Region: Includes Hillsdale, Jackson, Lenawee, Livingston, Monroe, and Washtenaw Counties (6 counties)	item.
Region 10 – Detroit Metro: Includes Macomb, Oakland, and Wayne Counties. (3 counties)	item.
Total number of Michigan counties the Applicant proposes to serve:	
If proposing to serve <u>some</u> counties in a region, identify the region and list which counties:	

Amount of Grant Funds Requested (Required, 0 points)

State LIEAF funds requested:	Federal LIHEAP funds requested:	Total funding request:

V-B Authorized Negotiator (Required, 0 points)

Name:	
Title:	
Telephone Number:	
Email Address:	

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

On the following page, 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.

➤ Contents of this section begin here and are not to exceed one page.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to enter the contents of this section, which should not exceed one page.

V-D Management Summary (16 total points)

- **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) as “Applicant (organization name) Attachment A - Audit”**
- **Provide a copy of your agency’s data security plan as “Applicant (organization name) Attachment D – Data Security”**
- **Please complete the table below. Respond to each statement or answer each question in the space provided to the right of the item.**

Selected applicant is responsible for implementing management procedures to meet grant requirements and ensure quality control.

<p>1. Describe management procedures that will be used by the organization to complete the proposed project. Include information on oversight of activities in the regions your organization proposes to serve. Limit your response to 500 words.</p>	
<p>2. Describe measures that will be taken to ensure 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. Do not exceed 500 words.</p>	
<p>3. Describe the organization’s quality control measures for ensuring compliance and for eligibility determination. Include information regarding</p>	

<p>programmatic separation of duties as well as how staff will be monitored. Limit response to 500 words.</p>	
<p>4. Describe how the organization will conduct a review of internal performance management and implement ongoing process improvements. Do not exceed 750 words.</p>	

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.

<p>5. Identify the type of accounting system/software will be used by the organization to account for grant funds. Do not exceed 100 words.</p>	
<p>6. Identify how financial duties will be separated. Limit response to 200 words.</p>	
<p>7. Describe how the organization will account for grant funds. Ensure funds are maintained in a non-interest-bearing account. Response may not exceed 400 words.</p>	
<p>8. Will grant funds be placed in a separate bank account or will the grant funds be assigned a unique code(s) within the organization's accounting system. Choose an item.</p>	

<p>9. Indicate whether internal and external audits of the organization's operations are performed on an annual basis. Limit 100 words.</p>	
<p>10. If external audits are performed, indicate the name of the external auditing firm most recently used.</p>	
<p>11. 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 (or type N/A if not applicable.)</p>	
<p>12. Using the addendum, "The Green Book," each organization should explain how its written policies are in accordance with applicable regulations set forth in The Green Book. Limit response to 200 words.</p>	
<p>13. Summarize your organization's whistle Blower Policy and procedures. Limit response to 200 words.</p>	

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.

<p>14. Describe your organization's data security plan, including the frequency of computer and software upgrades.</p>	
<p>15. Provide a detailed explanation of how the Organization 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.</p>	
<p>16. 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.</p>	
<p>17. 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?</p>	

- **Attach a copy of your internal policy regarding Data Security along with your grant application as “Applicant (organization name) Attachment D – Data Security”**
- **Attach a copy of your employee confidentiality agreement as “Applicant (organization name) Attachment C - Confidentiality”**

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).

- **Please complete the table below. Respond to each statement or answer each question in the space provided to the right of the item. Provide a clear and concise work plan for meeting the following components, with detailed explanations:**

<p>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. Do not exceed 750 words.</p>	
<p>2. Describe methods used by your organization to identify need for and 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. Do not exceed 500 words.</p>	
<p>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</p>	

<p>those approved for SER, those who may be categorically eligible, and those whose income needs to be verified. Do not exceed 750 words.</p>	
<p>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. Do not exceed 750 words.</p>	
<p>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.</p>	
<p>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</p>	

<p>obstacles that the communities served may face. Limit your response to 750 words.</p>	
<p>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. Do not exceed 750 words.</p>	
<p>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. Do not exceed 750 words.</p>	
<p>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. Do not exceed 750 words.</p>	
<p>10. Explain measures that will be taken if the organization</p>	

<p>anticipates exhausting or not expending funding to ensure MEAP optimally serves clients in a timely, efficient, and responsive manner. Do not exceed 500 words.</p>	
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V-F Current and Prior Experience and Funding 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 may be sent under separate cover to the grant administrator and is required.

- **Please complete the table below. Respond to each statement or answer each question in the space provided to the right of the item. Proposals submitted by applicant(s) should include:**

<p>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.</p>	
<p>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. Limit the response for each region to 300 words.</p>	<p>Region 1 - Upper Peninsula: Includes all 15 upper peninsula counties.</p> <p>➤</p>
	<p>Region 2 – Northwest Region: Includes Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford Counties.</p> <p>➤</p>
	<p>Region 3 – Northeast Region: Includes Alcona, Alpena, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle, and Roscommon Counties.</p> <p>➤</p>
	<p>Region 4 – West Michigan: Includes Allegan, Barry, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, and Ottawa Counties.</p> <p>➤</p>
	<p>Region 5 – East Central Region: Includes Arenac, Bay, Clare, Gladwin, Gratiot, Isabella, Midland, and Saginaw Counties.</p> <p>➤</p>
	<p>Region 6 – East Michigan Region: Includes Genesee, Huron,</p>

	<p>Lapeer, Sanilac, Shiawassee, St. Clair, and Tuscola Counties.</p> <p>➤</p> <p>Region 7 – South Central Region: Includes Clinton, Eaton, and Ingham Counties.</p> <p>➤</p> <p>Region 8 – Southwest Region: Includes Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren Counties.</p> <p>➤</p> <p>Region 9 – Southeast Region: Includes Hillsdale, Jackson, Lenawee, Livingston, Monroe, and Washtenaw Counties.</p> <p>➤</p> <p>Region 10 – Detroit Metro: Includes Macomb, Oakland, and Wayne Counties.</p> <p>➤</p>
<p>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.</p>	
<p>4. How will your organization build or enhance capacity for serving the geographic areas you are applying to serve?</p>	
<p>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.</p>	

V-G Personnel (8 total 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.

- Please add the **COMMITTED** and **NAMED** key project team members within the table below.

1. Project Manager/authorized contact and signatory	
Name:	
Title:	
Telephone number:	
Email address:	

2. Authorized Financial Manager and signatory	
Name:	
Title:	
Telephone number:	
Email address:	

3. Program Administrator	
Name:	
Title:	
Telephone number:	
Email address:	

4. Person responsible for 2-1-1 profile/database listing maintenance	
Name:	
Title:	
Telephone number:	
Email address:	

5. Assigned reporter for any data compromise	
Name:	
Title:	
Telephone number:	

Email address:	
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➤ **Please complete the table below. Respond to each statement or answer each question in the space provided to the right of the item:**

<p>6. Provide a brief summary of the experience, qualifications, and the work to be performed by key personnel. Do not exceed 500 words.</p>	
<p>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. Do not exceed 500 words.</p>	
<p>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. Do not exceed 500 words.</p>	

➤ **Include a detailed organizational chart including names, titles, and**

geographic location of all individuals that will contribute to the project as “Applicant (organization name) Attachment B – Org Chart”

- **Provide a list of personnel and the date that the employee confidentiality agreement was signed in the grant application workbook.**

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 Attachment D. 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.

- **Please include a budget and budget narrative in the grant application workbook following the guidelines and format outlined in the RFP.**

V-I Additional Information and Comments (Not required, 0 points)

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

➤ **Please provide response below in no more than one page.**

V-J Certification of Proposal (Required, 0 points)

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.

I acknowledge that failure to comply with grant terms may result in termination of the grant.

Certified by: (Print name and title)

Authorized Signatory

Date

Name of Organization

Required Attachments Checklist

Ensure the following items are attached in SIGMA 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.
 - ☐ “Applicant Grant Application 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.
- "Applicant Attachment E – Additional Items"
 - Any items that were not included elsewhere but are believed to be pertinent to the application.