Holly Licht

From: Cory Neeley <cneeley@wppienergy.org>
Sent: Thursday, June 21, 2018 3:19 PM
To: Holly Licht
Cc: Tim Swadley; Robert Kardasz; Brian Hoops
Subject: RE: Office of Energy Innovation Grant
Attachments: OEIrfpEIGPRfpAppInstructions.pdf

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Holly,

Here is a copy of the application for the grant we are working on with the other communities in Dane County. As of now, Sun Prairie, Middleton, Monona, Fitchburg and Stoughton would be working together the grant applicants with Seventhwave serving as the implementer for the group. We may see Waunakee get added as well. At the meeting, I will speak as to what we are trying to do with this grant and how we would benefit from participating.

I sent the following verbiage to the grant administrator to include as part of Stoughton's focus for the grant.

The City of Stoughton is interested in partnering with fellow Dane County communities to receive funding for planning projects we had hoped to complete in the next few years.

One area we are seeking guidance is the feasibility of adding solar to our existing parks buildings. We have taken the first step in doing that at a new park in Stoughton's Nordic Ridge development and we are interested in learning how to offset 100% of the electrical usage at our parks.

Secondly, we want to look at city building usage and try to offset that usage with renewable energy. We will need help in understanding which buildings are viable for renewable energy installations, how much could be installed and what we would need to do to retrofit the existing building to accommodate renewable energy.

Finally, we are looking for ways to increase the use of electric vehicles and promote the use of electric vehicles in our town. Along with promoting electric vehicles to our community members, we are interested in finding the ideal locations to put in electric charging stations for people that shop in our downtown. We are seeking help with the following questions: what would be the most economically feasible way to do this ; how to maximize the benefit to our community's businesses; and what the best charging rate structure for recouping costs to ensure these charging stations will remain a viable option for our downtown.

There is an option to use in-kind services as value in the match portion from the community. For getting usage information and city locations, I can do a lot of the work for them as part of my normal duties for customers of Stoughton Utilities, reducing the city's staff in-kind contribution to participate. It would be important to have the city decide who should serve as the liaison for the grant so they can attend meetings for this grant. I can do a lot of the work but there probably should be a representative to handle interactions between the city and the other grantees.

Cory Neeley CEM
Energy Services Representative
Serving Brodhead, Evansville, Waterloo and Stoughton

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Public Service Commission of Wisconsin

Lon Roberts, Chairperson
Mike Huebsch, Commissioner
Rich Zipperer, Commissioner

4822 Madison Yards Way
P.O. Box 7854
Madison, WI 53705-7854

May 1, 2018

Re: Energy Innovation Grant Program

Dear Prospective Applicants:

The Public Service Commission of Wisconsin (Commission) encourages City, Village, Town, County and Tribal Governments, K-12 school districts, and manufacturers as defined by Wis. Stat. § 77.51(7h) to apply for the $5 million available in the inaugural grant round of the Energy Innovation Grant Program.

The Office of Energy Innovation at the Commission promotes innovative and effective energy programs that benefit Wisconsin's citizens and businesses. The new Energy Innovation Grant Program will support positive changes to energy consumption and its cost to businesses and taxpayers, increased use of renewable energy and transportation technologies, comprehensive energy planning, and bolstered preparedness and resiliency in energy systems.

Applicants can apply under either of the two categories, planning or implementation. Planning grants will cover facility and fleet audits, and comprehensive energy plans. Implementation grants will cover building energy efficiency, renewable energy, alternative fuel vehicles and infrastructure, and associated training and operations.

During application evaluation, the Commission will consider, among other factors, the energy savings per dollar invested, additional funds leveraged and local impact, geographical distribution of applicants, innovation, and benefit to Wisconsin's energy resiliency.

Additional instructions for applicants will be provided in this Request for Proposals.

Questions and inquiries should be submitted to OEI@wisconsin.gov.

Sincerely,

Kristy Nieto
Deputy Administrator
Division of Business and Program Management

DL: 01629951

Telephone: (608) 266-5481 **Fax: (608) 266-3957**
Home Page: http://psc.wi.gov **E-mail: pscrecs@wisconsin.gov**

Energy Innovation Grant Program
Request for Proposals
&
Application Template

Proposals Due: June 29, 2018 by 12:00 pm CDT
Date of Issue: May 2, 2018

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APPENDIX B - DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION **Error! Bookmark not defined.**

1. GENERAL INFORMATION

1.1. Introduction and Background

The Public Service Commission of Wisconsin - Office of Energy Innovation (PSC) is seeking applications for the Energy Innovation Grant Program. The PSC plans to award Fiscal Year 2019 grants to public and private entities in Wisconsin that meet the eligibility requirements set forth herein. Successful Applicants will demonstrate a clear and achievable project that plans for, or implements, an energy efficiency or renewable energy project in Wisconsin.

The purpose of this document is to provide interested organizations with information to enable them to prepare and submit an application for an Energy Innovation Grant.

1.2. Scope of the Program

1.2.1. Program Objectives

- Reduction of energy consumption and its cost to businesses and taxpayers
- Increased use of renewable energy and transportation technologies
- Comprehensive energy planning
- Bolstered preparedness and energy resiliency whether in a single facility or within a community or larger system

1.2.2. Eligible Applicants and Project Activities

1.2.2.1. Eligible Applicants

- City, Village, Town, County and Tribal Governments
- K-12 School Districts
- Manufacturers as defined by Wis. Stat. § 77.51(7h)[1]

[1] Wisconsin Stat. § 77.51(7h) provides:

(a) "Manufacturing" means the production by machinery of a new article of tangible personal property or item or property under s. 77.52 (1) (b) or (c) with a different form, use, and name from existing materials, by a process popularly regarded as manufacturing, and that begins with conveying raw materials and supplies from plant inventory to the place where work is performed in the same plant and ends with conveying finished units of tangible personal property or item or property under s. 77.52 (1) (b) or (c) to the point of first storage in the same plant. "Manufacturing" includes:

1. Crushing, washing, grading and blending sand, rock, gravel and other minerals.
2. Ore dressing, including the mechanical preparation, by crushing and other processes, and the concentration, by flotation and other processes, of ore, and beneficiation, including the preparation of ore for smelting.
3. Conveying work in progress directly from one manufacturing process to another in the same plant; testing or inspecting, throughout the manufacturing process, the new article of tangible personal property or item or property under s. 77.52 (1) (b) or (c) that is being manufactured; storing work in progress in the same plant where the manufacturing occurs; assembling finished units of tangible personal property or item or property under s. 77.52 (1) (b) or (c); and packaging a new article of tangible personal property or items or property under s. 77.52 (1) (b) or (c), if the manufacturer, or another person on the manufacturer's behalf, performs the packaging and if the packaging becomes part of the new article as it is customarily offered for sale by the manufacturer.

(b) "Manufacturing" does not include storing raw materials or finished units of tangible personal property under s. 77.52 (1) (b) or (c), research or development, delivery to or from the plant, or repairing or maintaining plant facilities.

1.2.2.2. Eligible Project Activities

- Planning
  - *Facility and Fleet Audits* that establish energy use baselines, with three years of data if possible; identify energy and operations savings targets, no-cost, low-cost, and other energy efficiency and alternative energy measures; and identify measures or project payback periods and useful life of equipment.
  - *Comprehensive Energy Plans* that meet the definition of an "investment grade audit," a comprehensive energy audit that seeks to identify all cost-effective investment opportunities through a combination of engineering analysis of energy-using systems and economic analysis of possible energy saving measures. The American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) Level II Energy Audits and plans developed using the Guide to Community Energy Strategic Planning provided by the U.S. Department of Energy, are examples of comprehensive energy plans. Additional elements contained in these plans will include evaluation of current energy use and sources, determination of the entity's potential for generating energy locally, creation of goals for energy savings and generation, community-wide and stakeholder engagement, and public availability of the plan.
  - *Feasibility Studies.* Planning may include feasibility studies for any of the eligible implementation activities listed below.
- Implementation
  - *Building Energy Efficiency* projects that reduce electric and thermal (gas, fuel oil, propane, etc.) energy use in buildings via the installation of efficient building technologies and the application of building science and management techniques, such as more efficient lighting, improved heating, ventilation and air conditioning systems, and water conservation systems.
  - *Energy Storage*
  - *Renewable Energy* projects that include biogas, biomass, geothermal, solar photovoltaic, solar thermal, wind, and alternative fuels.
  - *Transportation* projects that cover the incremental cost of alternative fuel vehicles (conversions or new purchases) and 50 percent of associated refueling infrastructure costs.
  - *Training and Operations* programs that may be combined with any of the above to ensure successful implementation, (not eligible as a standalone project).

1.2.3. Ineligible Project Activities.

- Build mass-transit systems or exclusive bus lanes, or for the construction or repair of buildings or structures.
- Purchase land, buildings, or structures, or any interest therein.
- Subsidize fares for public transportation.
- Subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures.
- Conduct research, development, or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available, or purchase equipment for the conduction thereof. However, pilot projects and demonstrations of commercially available energy efficiency or renewable energy techniques and technologies are permitted.

1.3. Communication and Frequently Asked Questions

1.3.1. Questions and Clarifications

For the purpose of this Request for Proposals (RFP), **all questions must be submitted in writing via email on** or before June 22, 2018, to:

Email Address:
OEI@wisconsin.gov

Subject Line:
Energy Innovation Grant Application Question

If an Applicant discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the Applicant should notify the OEI immediately by emailing OEI@wisconsin.gov. The Applicant should describe the error and request modification or clarification of the application.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted in a Frequently Asked Questions or errata document on the Public Service Commission of Wisconsin's Electronic Records Filing (ERF) system.

1.4. Subscription for Automatic Updates

Applicants are encouraged to subscribe to Docket # 9709-FG-2018 for automatic ERF updates. Click the "e-subscribe" icon on the PSC homepage (https://psc.wi.gov).

1.5. Procuring and Contracting

This RFP is issued by the PSC, which is the sole point of contact for the State of Wisconsin during the selection process. For information concerning the Energy Innovation Grant Program contact OEI@wisconsin.gov (See 1.3.1 for instructions on submitting RFP inquiries).

1.6. Schedule of Events

Listed below are the anticipated dates and times of actions related to this application process. In the event that the PSC finds it necessary to change any of the dates and times in the schedule of events listed below, it will do so by issuing a supplement to this RFP consistent with 1.3.1.

DATE	EVENT
May 2, 2018	Date of issue of the RFP
June 22, 2018	Last day for submitting questions and requests for clarification
June 29, 2018	Applications due by 12:00 pm CDT on Friday June 29, 2018
July (TBD)	Screening committee evaluation
August (TBD)	PSC determination of 2018 Energy Innovation Grant Program Awards

1.7. Definitions

The following definitions are used through the application:

- Applicant means an organization submitting an application in response to this request for grant applications.
- Grantee means an Applicant awarded an Energy Innovation Grant.

- State means State of Wisconsin and includes the PSC.

1.8. Reasonable Accommodations

The PSC does not discriminate on the basis of disability in the provision of programs, services, or employment. Any person with a disability who needs accommodations to participate in this docket or who needs to obtain this document in a different format should contact the docket coordinator listed below. The PSC is located in the Hill Farms State Office Building that is also physically accessible to individuals with disabilities through the entrances on the first floor of the building. Parking for people with disabilities is available on the ground floor of the parking garage. There is also limited, free handicap visitor parking at the front of the Hill Farms State Office Building.

Please direct questions about this docket or requests for additional accommodations for the disabled to the PSC at (608) 261-6609 or OEI@wisconsin.gov.

2. APPLICATION FORMAT AND PROCEDURES

2.1. Application organization and format

The application should be typed. A handwritten application will not be accepted. The application should be assembled as follows:

- The first page of the application should be the cover sheet (Appendix A). Fill in the information requested in the blank boxes, affix the signature of the authorized representative, and then scan and include as the first page of the grant application.
- The following pages of the application should be prepared in a profile format on 8.5" x 11" paper size, 1 inch margins, no smaller than 11 point font. The application must respond to the headings and subheadings in Section 3.2 that are marked in bold font. Each response to a heading and subheading should be separated or otherwise clearly marked.
- If the Applicant is requesting confidential treatment of a portion of its application, then the Applicant must file both the original unredacted version and a second redacted version of their application via ERF.
- Appendix B should be included as the last page of the application (if applicable).

2.2. Submitting the Application and ERF

The Applicant should convert the entire application to pdf format and file the application with the PSC using the ERF system.

Applications are public unless otherwise specified. All applications will be posted on ERF under the docket number 9709-FG-2018 and will available for public inspection shortly after upon filing.

Applicants may request confidential handling of confidential information by submitting a second redacted copy and identifying the confidential information using the confidentiality form (Appendix B). The filing must comply with the PSC's confidential handling requirements specified in Wis. Admin. Code § PSC 2.12.

Late applications will be rejected. Applications MUST be date and time stamped by the PSC's ERF system on or before 12:00 pm CDT on June 29, 2018. Applications dated and time stamped in another office or submitted in another format will be rejected.

2.3. Designation of Confidential and Proprietary Information

If the Applicant desires confidential handling of portions of its application, it must complete the form in Appendix B, "Designation of Confidential and Proprietary Information," and include the completed form with its application. Applicants should refrain from requesting confidential status of the entire application or appendix thereto. Where only a portion of the information is confidential, confidential status shall only

be requested for that portion and not the entire document. The Applicant must then upload both a confidential version and a redacted public version of the application in accordance with the ERF system procedure for submitting a confidential document.

Execution of Section 3 of the confidential upload process satisfies the affidavit requirement under Wis. Admin. Code s. PSC 2.12, so that no traditional affidavit need be created, uploaded, or retained. If a notary is not available to execute Section 3, then the filing must include an affidavit attached to the beginning on the confidential version of the document that is the subject of the request. For any questions regarding confidential filing requirements, contact the PSC using the procedure in Section 1.3.1.

In addition, the Applicant is hereby notified that confidential handling of information in portions of its application is not a determination of confidential treatment by the PSC for purposes of Wisconsin's Open Records Law, Wis. Stat. §§ 19.31 to 19.39.

2.4. Multiple Applications
Except as provided in Section 2.5, multiple applications from a single Applicant are not permissible. Any submissions after the original submission from a single Applicant will be rejected.

2.5. Withdrawal of Application
An Applicant may withdraw an application in writing at any time up to the application closing date and time. To accomplish this, the Applicant must submit a written request to withdraw the application, and the request must be signed by an authorized representative of the Applicant and uploaded using the PSC's ERF system. If a previously submitted application is withdrawn before the due date and time, the Applicant may submit another application at any time up to the application closing date and time.

2.6. Right to Reject Applications and Negotiate Grant Terms
The PSC reserves the right to reject any application as filed, and negotiate the terms of the grant award, including the award amount, with any selected Applicant. If negotiations cannot be concluded successfully with an Applicant, as determined solely by the PSC, the PSC may withdraw its award offer.

2.7. Incurring Costs
Neither the PSC nor the state of Wisconsin is liable for any cost incurred by Applicant in preparing this application.

2.8. Notification of Award Decision
All entities and organizations that submit a grant application will be notified in writing of the PSC's decision whether to award the grant as a result of this process (see section 5.3.).

2.9. No Appeal Process
The Applicant may have general remedies under other provisions of Wis. Stat. chs. 196 and 227 if the Applicant believes it is aggrieved by any final award determination. This provision is for information purposes only and is not a determination by the PSC that the Applicant has any protest or appeal rights with respect to the PSC's decision in this grant cycle.

3. APPLICATION CONTENT
An Applicant must include the following information in its application to be eligible for a grant and the application must demonstrate satisfaction of indicated requirements.

The evaluation of an application and selection of an Applicant for an award will be based on the information submitted in the application plus references. Failure to respond to each of the requirements in the application may be the basis for rejecting a response.

Unless at the request of the PSC, Applicants may not submit supplemental information after the deadline.

Elaborate applications (e.g., expensive artwork), beyond that sufficient to present a complete and effective application, are not necessary or desired.

3.1. Application Cover Page/Summary Information (Appendix A)

3.2. Application Narrative Requirements **(35 page limit excluding references)**
An Applicant must include the following information in its application to be eligible for a grant. References such as letters of support, example energy plans, maps, or resumes are allowable.

3.2.1. **Eligibility. (4 page limit)** The application must show that the Applicant is an eligible organization that meets the eligibility requirements set forth in 1.2.2.1. For example, manufacturers must provide their North American Industry Classification System (NAICS) code.

3.2.2. **Description. (6 page limit)** Provide a detailed description of the proposed project and metrics for measuring program outcomes. Include contractor quotes and equipment details if applicable.

3.2.2.1. **Phases.** If possible, Applicants are encouraged to identify phases of activity that could be completed independently or sequentially, and to provide separate descriptions and budgets for each. If total applicant grant requests exceed the annual allotment, the Commission may choose to make partial awards or awards for one or multiple project phases if limited funding would otherwise preclude the project from receiving an award.

3.2.3. **Budget. (4 page limit)** Provide a detailed overall project budget with cost justifications and a summary table. Indicate which of the expenses you anticipate Energy Innovation Grant funds will be directed to should your application be selected for an Energy Innovation Grant.

3.2.4. **Match. (4 page limit)** Match is optional and cannot include other federal funding. Matching fund sources should be identified (see 3.2.6.), e.g. Focus on Energy funding, state, or private funds, tax incentives, and accounted for in the summary table. Match is encouraged and may assist the screening committee evaluation of project merit under 3.3.7.

Example Budget and Match Summary Table

Phase 1			
Category	**Grant Request ($)**	**Match ($)**	**Total**
Personnel			
Fringe			
Travel			
Supplies			
Equipment			
Other			
Total Direct Costs			
Indirect			
Total Year One Budget			

3.2.5. **Energy Innovation Grant Impact on Project. (2 page limit)** Describe why Energy Innovation Grant funding is needed to move forward with the project, including the likelihood of the project to move forward with and without an Energy Innovation Grant. Identify all other funding sources including those that may

not be counted as match (see example table below). While other federal funding, e.g. grants or tax incentives, is ineligible as match, identification of such funding, along with other project funding sources, is required and may assist the screening committee evaluation of project merit.

Example Project Funding Sources Summary Table

Source	Use/Purpose	Funding Amount ($)	% of Total Project Cost
1.			
2.			
3.			

3.2.6. **Address each of the Merit Review Criteria in 3.3. (15 page limit)**

3.3. Merit Review Criteria

3.3.1. Eligibility determination and ability to achieve the objectives. Provide the information required to demonstrate the eligibility of the Applicant. Demonstrate how the Applicant's organizational and staff experience will assist them to achieve the objectives. Applicants may sub-contract activities to achieve the specific objectives. Any sub-contractors must be identified.

3.3.2. Energy savings (kilowatt, kilowatt hour, therms, gallons of gasoline, emissions). Describe the effectiveness of the project in saving or producing clean energy.

3.3.3. Operational and maintenance savings. Describe any expected savings and its impact on financial, labor, or other resources.

3.3.4. Payback calculation and methodology. As applicable, describe the expected payback from the grant activities and the methodology used to determine it.

3.3.5. Existing energy planning efforts underway or completed. Provide evidence of existing or completed energy planning and its impact on the likelihood of achieving success in the project.

3.3.6. Financial leverage and impact. In addition to the information in Sections 3.2.4 and 3.2.5, provide any necessary additional description of the funds that would be leveraged by an Energy Innovation Grant. Describe the financial impact of the project in terms of cost savings, economic development, etc.

3.3.7. Rural, urban, or underrepresented areas of the state. Describe the impact of the project in its geographic location. Provide a justification for why this project may be needed in the proposed area in particular.

3.3.8. Education. Describe whether the project is paired with a behavior modification program, curriculum development, or other educational component that would increase the likelihood of success of the project outcomes.

3.3.9. Innovation. Describe how the project uses innovative technology or methodology and whether those elements could be replicated by other organizations.

3.3.10. Energy Resiliency. Describe whether the project impacts energy resiliency, the capacity to recover more quickly in the event of an energy outage. Explain the context within which your project adds to the resiliency of the applicant's facility, community, etc.

4. APPLICATION SELECTION AND AWARD PROCESS

A screening committee will conduct an initial review for eligibility, project merit evaluation and ranking for consideration by the PSC. The PSC will consider the applications and committee evaluation for the final award determination at one of its regularly scheduled open meetings. PSC staff expects the screening committee process to conclude in July, 2018 for award determinations by the PSC in August, 2018 (see 1.6.).

5. GRANT AWARD AND TERMS AND CONDITIONS

5.1. Grant performance Period and Funding

Unless provided otherwise in writing, any Energy Innovation Grant award will have a grant term beginning on the date the grant agreement is counter-signed by the Commission, and expiring automatically and without notice on December 31, 2019 (grant performance period). All costs must be incurred during the grant performance period. Grant funds are issued in a single reimbursement payment upon project completion and receipt of a complete and satisfactory final performance report and request for reimbursement, which must include detailed supporting documentation for all costs. Final performance reports and reimbursement payments are due March 31, 2020, or 90 days after the grant performance period end date. Projects that are completed early may submit final performance reports and requests for reimbursement early.

Except as otherwise provided in writing, upon expiration, any unused balance in a grant award account or purchase order will be reallocated to an appropriate reserve fund. A grantee may request a waiver of this expiration by filing such a request on the PSC's ERF system. A waiver request should provide an explanation for the project delay and a schedule for completing the project.

5.2. Reporting

5.2.1. State and Federal reporting requirements. Applicants will be expected to submit quarterly, final, and on-request, reports to the PSC on the activities, progress of the project, and grant costs to satisfy state and federal reporting requirements. Certain reporting requirements shall continue to be required post-disbursement.

5.2.2. American Recovery and Reinvestment Act (ARRA). Applicants will be expected to comply with the flow-down provisions of ARRA that impacts wage rates, equipment sourcing, environmental impact reporting, and historic preservation (National Environmental Protection Act, National Historic Preservation Act, Davis Bacon Act, Buy American Act). Visit https://www.energy.gov/recovery-act for more information.

5.3. Order Awarding Grants

The PSC will determine in writing which applicants will receive an Energy Innovation Grant in the current grant cycle by issuing an Order awarding grants in the appropriate proceeding. The Order and grant award agreement will specify certain terms and conditions that the PSC finds appropriate and necessary for the administration of the approved grant projects. The Order will require that each approved grant applicant inform the PSC whether it accepts the grant award as ordered and described in a grant award agreement, including the amount of the grant award and the terms and conditions ordered by the PSC and provided in the grant award agreement. Failure of a grantee to comply with the PSC's Order, including any terms and conditions specified or incorporated in the order or grant award agreement, may result in cancellation of an award.

5.4. Grant Award Agreement Compliance

The PSC reserves the right to incorporate State and Federal contract provisions into any grant award agreement negotiated with any organization submitting a response to this application. Failure of the

successful Applicant to accept the obligations in a grant award agreement will result in cancellation of the award.

5.5. Termination of Grant Award

The PSC may terminate a grant award for any reason at any time at its sole discretion by delivering ten (10) days written notice to the Applicant/grantee. Upon termination, the PSC's liability will be limited to the pro rata cost of the services performed as of the date of termination, plus expenses incurred with the prior written approval of the PSC. In no event will the PSC's liability exceed the total amount of the grant awarded to the Applicant/grantee. In the event that the Applicant terminates the grant award, for any reason whatsoever, such termination will require written notice to that effect and shall be filed by the Applicant on the PSC's ERF system not less than ten (10) days prior to said termination. If termination is delivered by Applicant, no grant proceeds will be dispersed and all costs and expenses incurred by the Applicant will not be reimbursed.