

Focus on Energy
Renewable Energy Program

Proposal Guidelines

2007 – 2008

**Renewable Energy
Feasibility Study Grant**

Feasibility Study Grants provide financial support for assessing the feasibility of using complex, customer-sited renewable energy systems

Feasibility Study
Grant proposals are
due on the last
Wednesday of the
month

This document is
valid through
December 31, 2008.

Funds distributed on
a first-approved
basis.

Questions related to proposal submission should be directed to:

Focus on Energy Renewable Energy Program at:
888.476.9534 or 608.441.3840 or
renewableapplications@focusonenergy.com

What is Focus on Energy?

Focus on Energy works with eligible Wisconsin residents and businesses to install cost effective energy efficiency and renewable energy projects. Focus information, resources and financial incentives help to implement projects that otherwise would not get completed, or to complete projects sooner than scheduled. Its efforts help Wisconsin residents and businesses manage rising energy costs, promote in-state economic development, protect our environment and control the state's growing demand for electricity and natural gas.

What is a Feasibility Study Grant?

Feasibility Study Grants provide financial support for assessing the feasibility of using complex, often large customer-sited renewable energy systems. Feasibility studies for simple solar and wind energy projects are funded through the Focus on Energy renewable site assessment program. Feasibility Study Grants are intended to increase the ability of businesses or organizations to make informed decisions about using complex renewable energy systems by understanding and solving technical and economic uncertainties.

Examples of projects that could receive support include:

- Assessing the costs and benefits of using renewable energy to meet the energy needs of a business or farm.
- Determining which renewable energy technology will best meet the needs of a particular application.
- Determining the appropriate design of a renewable energy system.
- Determining and resolving the technical, economic or regulatory issues that can arise when renewable energy systems are proposed to meet complex energy needs.

Feasibility Study Grants *will not support* the purchase of renewable energy equipment, or the costs of product research and development. In most cases, a Focus on Energy renewable site assessment should be completed first if you propose a solar or wind feasibility study.

A Feasibility Study Grant will cover up to 50 percent of the costs of feasibility study activities, with a maximum grant of \$10,000. Projects should be completed within one year of accepting the grant. Grant recipients can submit interim reports and are required to submit a final report noting progress toward goals and tasks or deliverables. Grant payments will be made, based on actual expenditures, upon receipt and acceptance of each report with accompanying invoices.

Who is Eligible?

Businesses, organizations, institutions, and state, county, local or tribal governments are eligible if they purchase natural gas or electricity from a Wisconsin utility participating in the Focus on Energy Program. If the renewable energy project is reducing/replacing electricity consumption, you must be a customer of one of the following electrical utilities:

Alliant Energy
Argyle Electric & Water Utility
Belmont Municipal Light & Water
Benton Electric & Water Utility
Bloomer Electric & Water Utility

Cadott Light & Water Dept.
Cashton Light & Water
Centuria Municipal Electric Utility
Consolidated Water & Power Co.
Cornell Municipal Light Dept.

Cumberland Municipal Utility
Dahlberg Light & Power Co.
Eau Claire Energy Cooperative
Elroy Electric & Water Utility
Gresham Water & Electric Plant

Kiel Utilities	Pioneer Power & Light Co.	Stratford Water & Electric Dept.
La Farge Municipal Utilities	Price Electric Coop.	Superior Water, Light & Power Co.
Madison Gas & Electric	Princeton Light & Water Dept.	Viola Municipal Electric Utility
Manitowoc Public Utilities	Rice Lake Utilities	We Energies
Mazomanie Electric Utility	Richland Electric Coop.	Westfield Electric Co.
Medford Electric Utility	Scenic Rivers Energy Coop.	Wisconsin Dells Water & Light Utility
North Central Power Co. Inc.	Shawano Municipal Utilities	Wisconsin Public Service Corp.
Northwestern Wisconsin Electric Co.	Shullsburg Electric Utility	Wonewoc Water & Light Dept.
Pardeeville Public Utilities	Spoooner Municipal Electric Utility	Xcel Energy

OR, if your electric provider is not listed above, AND if your renewable energy project is reducing/replacing natural gas consumption, you must be a customer of one of the following natural gas utilities to be eligible:

Alliant Energy	City Gas Company	Madison Gas & Electric
Midwest Natural Gas, Inc.	St. Croix Valley Natural Gas	Superior Water, Light & Power
We Energies	Wisconsin Public Service	Xcel Energy

What Technologies are Eligible for a Feasibility Study Grant?

The Feasibility Study Grant can support the assessment of using any type of commercially available renewable energy system, including:

- Solar electric systems (photovoltaics or PV)
- Solar water heating systems
- Customer-owned wind energy systems
- Biogas digesters or non-residential biomass combustion systems that generate electricity and/or thermal energy

The proposed project must be replacing/saving natural gas, or electricity. Projects replacing/saving other fuels such as LP gas (e.g., propane), coal or oil are not eligible.

What Are Cost-Sharing and In-Kind Contributions?

Cost sharing simply means that a grant from Focus on Energy will cover up to 50 percent of the costs of the project, while you must pay for the rest.

Your portion of the cost of the project can come from your own money, labor, equipment, resources, etc., which are called *in-kind contributions*. For example, if you put in 100 hours toward the project, and the value of your time is \$50 per hour, then the value of your *in-kind labor* is \$5,000. In-kind contributions can be included as part of the budget for determining the total cost of the project.

You can also apply for other grants from other organizations to cover your portion of the cost of the project.

How do I Apply for a Grant?

Grants are awarded on a first-approved, first-served basis, subject to availability of funds. Focus on Energy's Renewable Energy Program policy limits awards to no more than \$260,000 to any individual or business during each fiscal year. This includes projects contracted between July 1, 2007 and December 31, 2008. There is no restriction on the number of contracts an individual or business can receive within the \$260,000 fiscal year limit.

You need to complete the application attached to this document. The application requires a scope of work that describes the goals of your proposed project, the tasks or deliverables that will be accomplished, a timeline and budget for each task/deliverable and your qualifications (and those of your team, if applicable). See the application attached to this document for more information.

Grant proposals are due at noon on the last Wednesday of each month. Should the last Wednesday fall on a Federal holiday, the proposal is due on the last Tuesday of the month.

Incomplete applications will not be reviewed by committee until they are made complete.

Please mail or e-mail one copy of your grant proposal to:

Renewable Energy Program
Focus on Energy
431 Charmany Drive
Madison, WI 53719
E-mail: renewableapplications@focusonenergy.com

What Happens After I Apply for a Grant?

You will be notified if your grant proposal is approved within 30 days after the last Wednesday of the preceding month.

All proposals will be reviewed and scored by Focus on Energy staff. Proposals with the highest scores will be considered for approval.

The score for each proposal will be based on:

25% of score	Strength of the goals and tasks/deliverables described in the scope of work
30% of score	Reasonableness of the timeline, budget and the amount of the cost share
15% of score	Qualifications of personnel and consultants for completing the project
30% of score	The value of the feasibility study, the likelihood that the renewable energy project will be installed and the quality of the proposal

What Happens if my Grant Proposal is Approved?

After approval, you will be notified in writing that your grant has been accepted for funding at a specified amount. Please note that the grant award may differ from that which was requested on the original grant application. You will also receive a Grant Agreement Form, which must be signed and mailed back to Focus on Energy within 30 days. The Grant Agreement Form contains terms and conditions you must follow, which are shown in the next section.

You will receive no more money than the amount stated on the signed Grant Agreement Form; you will be responsible for all other costs, including overruns. Only expenses and activities in the approved scope of work and budget will be eligible for reimbursement. Before we send you a Grant Agreement Form, we may ask you to revise your scope of work, timeline or budget.

Expenses incurred before the Grant Agreement Form is signed will not be eligible for reimbursement, unless approved by Focus on Energy. Eligible expenses are auditable costs directly attributable to grant activities. These include staff time spent on the project and apportioned overhead costs, as well as direct project expenses such as consultant fees and the purchase of materials or supplies.

To receive the funds, you must submit reports, including a final report, noting progress toward goals and tasks/deliverables. The requirements for these reports are described below in Terms and Conditions. Upon acceptance of each report and invoice, grant payments will be made based on actual expenditures. Grant payments will be made within 60 days after acceptance of each report.

If you modify the scope of work or budget after you sign a Grant Agreement, you must notify the Focus on Energy Program immediately to determine if the project remains eligible. The grant will be based on the revised scope of work or budget.

Terms and Conditions

In addition to the eligibility, technology and application requirements described above, the following terms and conditions also apply to this grant.

1. Collaborations or partnerships with non-eligible entities are allowed, but the grant must be paid to an eligible entity.
2. The proposed project must be replacing/saving natural gas, or electricity. Projects replacing/saving other fuels such as LP gas (e.g., propane), coal or oil are not eligible.
3. The grant amount is a not-to-exceed amount. Only expenses for activities identified in the approved scope of work and budget will be eligible for reimbursement. Expenses incurred before the Grant Agreement Form is signed will not be eligible for reimbursement, unless approved by Focus on Energy.
4. The matching requirement will be met as indicated in the grant proposal.
5. Focus on Energy's policy limits awards to no more than \$260,000, for any combination of grant types, to any individual or business during each fiscal year. This includes projects contracted between July 1, 2007 and December 31, 2008. There is no restriction on the number of contracts an individual or business can receive within the \$260,000 fiscal year limit.
6. It is suggested that the grant recipient submit interim reports specifying progress toward the goals and deliverables as provided in the scope of work. Interim reports may include pictures, drawings and/or photographs documenting the progress of the completed services. Along with each interim report, the recipient will submit an invoice that specifies the actual expenditures and the cost share (the amounts funded by this grant and by other sources of funds and/or in-kind support). Copies of receipts for expenditures must be included with the invoice.
7. The grant recipient must submit an electronic and paper copy of the draft final report within 60 days of the end of the project. The draft final report will be reviewed by Focus on Energy for completeness; changes may be requested. The draft final report must include:

- a. A summary of the work performed that incorporates:
 - A brief description of the original intent of the project and the perceived benefit of the project
 - A summary of the tangible accomplishments created or achieved by the project
 - Analysis of data collected under the project and any conclusions based upon the analysis
 - Description of information or educational materials developed through the project (tours, presentations, manuals, directories, etc.)
 - Any recommendations for enhancing the benefits of the project
 - b. Copies of all written, visual or audio materials produced
8. In addition to the final report, the Focus on Energy Renewable Energy Program reserves the right to conduct a follow-up survey of funded projects in order to determine long-term impacts of the project.
 9. Upon delivery and acceptance of each interim report and invoice, Focus on Energy will send payment to the grant recipient within 60 days. Focus on Energy reserves the right to withhold payment until any identified project problems are resolved. Payment on the final invoice will be made upon delivery and acceptance of the final report.
 10. The grant recipient must maintain sufficient segregation of project accounting records from other projects or programs. The recipient should retain all records relating to this grant for one year after the expiration of this grant. Focus on Energy reserves the right to examine any directly pertinent records and computer files of the recipient involving transactions relating to this grant.
 11. Your name and grant award information may be used in various communications to the media. A representative of Focus on Energy will contact you before we use your name in any media communications.
 12. All materials produced under this grant shall contain the following attribution: "This (article, report, publication, or document) is funded in part or in its entirety by the Wisconsin Focus on Energy Program."
 13. Focus on Energy reserves the right to review the grant recipient's work to ensure that it is performed in a manner consistent with program guidelines.
 14. Focus on Energy reserves the right to terminate this grant award in whole or in part due to the recipient's failure to fulfill the terms certified in this agreement, or due to non-appropriation of necessary funds.
 15. The grant recipient will not construe, claim or imply that acceptance of this grant constitutes Focus on Energy's approval, acceptance, warranty, guarantee or endorsement.

Where Can I Get More Information?

Focus on Energy - Renewable Energy Program
431 Charmany Drive
Madison, WI 53719

E-mail: renewableapplications@focusonenergy.com
Phone: 888.476.9534 or 608.441.3840

Application for Feasibility Study Grant

Please complete all sections.
Attach scope of work, tasks/deliverables timeline & budget
and qualifications to this application.

Section 1: Applicant Information

Company/Organization: _____

Address (must be a street address: cannot be a P.O. Box):

County: _____

Company's Gas Utility: _____

Company's Electric Utility: _____

Company's Federal ID No. (EIN or SSN): _____

Business Classification (circle one)

Individual/Sole Proprietor Corporation Partnership Other: _____

Name of Primary Contact: _____

Contact's Phone number: _____

Contact's Fax number: _____

Contact's E-mail address: _____

Section 2: Scope of Work

Title of Project: _____

Your scope of work must describe the goals of your project, and the specific tasks and deliverables that you will accomplish. Your scope of work should describe:

1. The goals or impacts of your project.
2. The specific tasks and deliverables that you will accomplish.
3. Please, attach any pre-feasibility study that has been completed on the proposed project.

Please be brief and to-the-point in describing your project. Your scope of work should be three pages or less, although there is no page limit. Do not discuss the environmental benefits of renewable energy; stick to the merits of the particular project you are proposing.

Attach your scope of work to your application.

Section 3: Tasks/Deliverables, Timeline and Budget

Next, you need to develop a timeline and budget for each task/deliverable described in your scope of work (use the Timeline and Budget Sheet on the following pages). You need to provide:

1. A descriptive phrase for each task/deliverable.
2. A date when each task/deliverable will be completed. Ensure that the time line does not begin until after the grant application is approved.
3. The name of each person or consultant who will complete the task or deliverable, the person's hourly rate, estimated hours and total cost.
4. An itemized list of the costs of the materials, travel, equipment and other costs that will be needed to complete each task or deliverable. The budget should not include:
 - Goods that can be easily used for other purposes (e.g., computers, cameras, etc.)
 - The full cost of goods with a long life and high resale value (e.g., a wind speed metering system with a ten year life) but are only used for the grant period. Instead their value should be amortized over the grant period.
5. The total cost of the project, the amount of money you are requesting from Focus on Energy and the amount you will pay for (including amounts from other grants and/or in-kind contributions, if applicable).

Attach your timeline & budget to your application.

Section 4: Applicant Qualifications

Attach a description of your qualifications to your application, including those of your staff and consultants (if applicable). Ensure that the qualifications of the personnel exhibit renewable energy and/or business development/marketing experience commensurate with their hourly rate.

1. Describe all personnel and consultants who will be working on your project and their relevant experience.
2. List similar projects that you have completed.

Timeline & Budget Sheet

(copy this page if more are needed, or use your own form or spreadsheet)

Task or Deliverable	Finish Date	Labor			Cost
		Person or Organization	Hourly Rate	Hours	
Direct Costs (describe)					
Materials:					
Travel:					
Equipment:					
Other:					
<i>Total-Labor & Direct Costs</i>					

Task or Deliverable	Finish Date	Labor			Cost
		Person or Organization	Hourly Rate	Hours	
Direct Costs (describe)					
Materials:					
Travel:					
Equipment:					
Other:					
<i>Total-Labor & Direct Costs</i>					

Task or Deliverable	Finish Date	Labor			Cost
		Person or Organization	Hourly Rate	Hours	
Direct Costs (describe)					
Materials:					
Travel:					
Equipment:					
Other:					
<i>Total-Labor & Direct Costs</i>					

Task or Deliverable	Finish Date	Labor			Cost	
		Person or Organization	Hourly Rate	Hours		
		Direct Costs (describe)				
		Materials:				
		Travel:				
		Equipment:				
		Other:				
<i>Total-Labor & Direct Costs</i>						

Cost Share

Total Cost (Labor & Direct Costs) for All Tasks or Deliverables	The Amount You are Requesting from Focus on Energy	The Amount You Will Cover (amounts from other sources and/or in-kind contributions)
\$	\$	\$

Please mail or email one copy of your grant proposal to:
 Renewable Energy Program
 Focus on Energy
 431 Charmany Drive
 Madison, WI 53719
 E-mail: renewableapplications@focusonenergy.com

Keep a copy of this document and attachments for your records

To be completed by Focus on Energy Staff:

Application received by: _____
 Name Date