



Focus on Energy **Renewable Energy Program**

Proposal Guidelines

2007 – 2008

Renewable Energy Development Grant

Renewable Energy Development Grants provide financial support for

assessing the feasibility and development activities of customer-sited Biogas Digesters or Biomass Combustion Systems of greater than 500 kW capacity and/or production more than 750,000 therms/year, and Wind Turbine Projects of between 100 kW and 15 MW

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

Development 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

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

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 Renewable Energy Development Grant?

Renewable Energy Development Grants provide financial support for assessing the feasibility and aiding in the development of large customer-sited bioenergy and wind turbine systems. Renewable Energy Development Grants are intended to increase the ability of businesses or organizations to make informed decisions or aid in developmental activities of using complex renewable energy systems by investigating technical and economic variables related to the project development. The Renewable Energy Development Grants support large projects not eligible for Focus on Energy installation grants.

Examples of projects that could receive support include:

- Assessing the costs and benefits of using a large bioenergy or wind turbine systems to meet the energy needs of a community or a commercial building campus
- Determining the appropriate design of a large bioenergy or wind turbine system
- Determining and resolving resource potential, technical feasibility, economic viability, or regulatory compliance issues that can arise when large bioenergy or wind turbine systems are proposed to meet complex energy needs
- Performing large bioenergy system air pollution studies for permitting
- Assisting in the financing of large wind or bioenergy systems

Renewable Energy Development Grants *will not support* the purchase of renewable energy equipment, or the costs of product research and development.

A Renewable Energy Development Grant will cover up to half the costs of renewable energy development activities, with a maximum grant of \$50,000. 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. Upon acceptance of each interim or final report, grant payments will be made based on actual expenditures.

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
La Farge Municipal Utilities
Madison Gas & Electric

Manitowoc Public Utilities
Mazomanie Electric Utility
Medford Electric Utility
North Central Power Co. Inc.
Northwestern Wisconsin Electric Co.
Pardeeville Public Utilities
Pioneer Power & Light Co.
Price Electric Coop.
Princeton Light & Water Dept.
Rice Lake Utilities
Richland Electric Coop.
Scenic Rivers Energy Coop.

Shawano Municipal Utilities
Shullsburg Electric Utility
Spooner Municipal Electric Utility
Stratford Water & Electric Dept.
Superior Water, Light & Power Co.
Viola Municipal Electric Utility
We Energies
Westfield Electric Co.
Wisconsin Dells Water & Light Utility
Wisconsin Public Service Corp.
Wonewoc Water & Light Dept.
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
Midwest Natural Gas, Inc.
We Energies

City Gas Company
St. Croix Valley Natural Gas
Wisconsin Public Service

Madison Gas & Electric
Superior Water, Light & Power
Xcel Energy

What Technologies are Eligible for a Renewable Energy Development Grant?

The Renewable Energy Development Grant can support the assessment of using the following commercially available renewable energy systems:

- Biogas digesters with a capacity greater than 500 kW and/or producing greater than 750,000 therms per year
- Non-residential biomass combustion systems that generate thermal energy, producing greater than 750,000 therms per year, and/or electricity with a capacity greater than 500 kW
- Commercial or community wind turbine projects with a capacity greater than 100 kW to 15 MW

The proposed project must be replacing/saving natural gas or electricity. Projects replacing/saving other fuels such as coal, propane (and LP) 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 half the costs of the Renewable Energy Development 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 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. Proposals will not be accepted if sent by fax.

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@weccusa.org

Keep a copy of your application materials for your records.

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:

1. Strength of the goals and tasks/deliverables described in the scope of work (25 percent of the score);
2. Reasonableness of the timeline, budget, and the amount of the cost share (30 percent of the score);
3. Qualifications of personnel and consultants for completing the project (15 percent of the score); and
4. The value of the Renewable Energy Development Grant, the likelihood that the renewable energy project will be installed, and the quality of the proposal (30 percent of the score).

What Happens if my Grant Proposal is Approved?

After we notify you that you have received a grant, you will be sent a Grant Agreement Form, which you must sign and mail 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.

Before we send you a Grant Agreement Form, we may ask you to revise your scope of work, timeline, or budget. The final amount of the grant may differ from what you requested. If you receive a grant agreement, you will receive no more money than the amount of the grant; 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.

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 may submit interim reports, but must submit 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 interim or final report, grant payments will be made based on actual expenditures. Grant payments will be made within 60 days after acceptance of each interim or final 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 make sure that 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, application requirements described above, the following terms and conditions also apply to this grant.

1. The grant project described within the recipient's grant proposal will be carried out as stated in the proposal.
2. Collaborations or partnerships with non-eligible entities are allowed, but the grant must be paid to an eligible entity.
3. The proposed project must be replacing/saving natural gas or electricity. Projects replacing/saving other fuels such as coal, LP (i.e., propane) or oil are not eligible.
4. 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.
5. The matching requirement will be met as indicated in the grant proposal.
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@weccusa.org
Phone: 888-476-9534 or 608-249-9322 ext. 229

Application for Renewable Energy Development Grant

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; and
2. The specific tasks and deliverables that you will accomplish.
3. Please, attach any pre-feasibility study or related information that has been completed on the proposed project.

NOTE: Wisconsin law provides for public access to information in the possession of Focus on Energy. Information submitted by the proposer that is intended to be treated as proprietary and confidential should be identified and labeled "Confidential" or "Proprietary". Include your reason to exempt any specific information from disclosure.

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;
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;
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).

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.
3. Include letters of participation for all entities participating in the project.

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 e-mail one copy of your grant proposal to:

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

E-mail: renewableapplications@weccusa.org
Phone: 888-476-9534 or 608-249-9322 ext. 229

Keep a copy of this document and attachments for your files!

To be completed by Focus on Energy Staff:	
Application received by: _____	_____
Name	Date