



## REQUEST FOR PROPOSALS

Wisconsin Focus on Energy  
Research Grants: Environmental and Economic  
Research and Development Program (EERD)

Issued September 4, 2009

**PROPOSALS DUE: November 11, 2009 by 12:00 NOON CST**

**Funding Available, up to:**

**\$860,000**

**For the 2010 FUNDING CYCLE**

The goal of the **Focus on Energy Environmental and Economic Research and Development Program (EERD)** is to better understand the environmental and economic impacts of energy use, primarily for heating and electricity production within the state of Wisconsin, by funding research projects that address crucial gaps in current research data. Funded projects will contribute to a broader understanding of these impacts and will provide policy-makers with scientifically credible and objective information that will assist in developing cost-effective and equitable policies to protect public health, the environment, and the economy of Wisconsin. **The amount of up to \$860,000 is available for projects. Multi-year projects will be considered in this cycle.** The intention is to fund at least ten projects. Total funds available may not be sufficient to fund all proposals received. Awards may be prorated. Cost sharing by applicants of at least 25% is desirable. In-kind cost sharing is acceptable.

**Prospective applicants are required to e-mail an Intent to Propose form to Ingrid Kelley at [ikelley@ecw.org](mailto:ikelley@ecw.org) by October 8, 2008. (Download in Word format)**

Final proposals must be sent electronically and received at no later than 12:00 Noon CST on November 11, 2009. Proposals received by this time will be considered final, and revisions will not be accepted. Proposals will **NOT** be accepted by fax.

This Request for Proposals, the Intent to Propose form, and the Budget form are available on the Focus on Energy web site: [www.focusonenergy.com](http://www.focusonenergy.com), under Environmental and Economic Research/**RFP Postings** (under Program Quick Links). More information is available under **Grant Process FAQs**, also under Program Quick Links. For questions about the scope of this solicitation, please contact **Ingrid Kelley** by e-mail at [ikelley@ecw.org](mailto:ikelley@ecw.org) or by calling **(608) 238-8276, ext. 136.**

## **I. ELIGIBILITY**

Any organization with a research project relevant to Wisconsin that fits within program guidelines can apply for a grant from the EERD program. This includes state, federal and local government agencies, academic institutions, non-profit organizations, and private sector research organizations. Regardless of the origin of the organization, proposed projects must focus on the environment and/or economy of the state of Wisconsin.

## **II. PROGRAM GOALS AND INTEREST AREAS**

### **Goals**

**The first goal** of the Focus on Energy Environmental and Economic Research and Development Program (EERD) is to fund projects that fill research gaps regarding the impact of electricity generation and natural gas use on the environment and economy of the State of Wisconsin.

(PLEASE NOTE: Because the program is funded by natural gas and electricity ratepayer's dollars, projects addressing transportation sector impacts on the environment, including impacts associated with biofuels for this sector cannot be funded.)

**The second goal** of the EERD Program is to provide sound research data and analyses that will be of use to policy analysts and policy makers in Wisconsin.

Proposals will be considered responsive to this solicitation only if they support these broad goals. Proposals must demonstrate a clear and critical need for the data/analyses that may be produced by the new or continued research.

It is highly desirable that project proposals also:

1. leverage out-of-state, federal or other resources
2. use research/analytical capabilities that currently reside in Wisconsin

### **Interest Areas**

Proposals submitted under any of general research interest areas A, B, C or D outlined below will be considered for funding in 2010. The examples listed under each of the three general areas have been identified as priority gaps in knowledge concerning the environmental and economic impacts of energy use in Wisconsin, but the EERD Program will consider any proposals that fit within Interest Areas A, B, C or D and which support the broader program goals stated above.

#### **A. Environmental and/or Economic Impacts of Renewable Energy and Energy Efficiency Initiatives**

1. Assessment of the current impact that renewable energy and energy efficiency industries have on Wisconsin's economy, including jobs created, type, skill and wage levels, and union density
2. Costs and benefits of Renewable Portfolio Standards (RPS) or other Wisconsin government policies or incentives regarding renewable energy

3. Environmental impacts of renewable energy installation or manufacture in Wisconsin

**B. Environmental and/or Economic Impacts of Agricultural or Forestry-based Biomass Energy Production and Use (to Offset Electric Generation and/or Natural Gas Use) in Wisconsin**

1. Impacts of biomass harvesting for energy production on ecosystem nutrient cycling and wildlife habitats
2. Economic impacts and/or life cycle analysis of agricultural or forestry-based biomass fuel supply chains, including the monetization of ecosystem benefits (i.e. water quality, groundwater recharge, carbon sequestration, etc.)
3. The impact of potential agricultural or forestry-based energy crop production on land-use, regional / local infrastructure or resource planning within Wisconsin
4. Impacts of harvesting practices such as forest residue collection and implications for existing sustainable forest harvesting guidelines and policy
5. Economic and environmental impacts of different agricultural or forestry-based bioenergy production technologies, scales, or end-use scenarios such as biomass substitution

**C. Environmental and Economic Impacts of Climate Change in Wisconsin Potentially Attributable to Electric or Natural Gas Use**

1. Understand the flux of carbon within Wisconsin's environment, and the ramifications of this understanding for policy development ( e.g., impacts of climate change on air quality, water quality, and forest or agricultural land management)
2. Exploration of economic and environmental aspects of carbon sequestration strategies in Wisconsin

**D. Impacts of existing fossil fuel-fired electric power generation on PM 2.5 levels in Wisconsin**

1. Relationship between sulfur and nitrogen oxide emissions and PM 2.5 levels in areas exhibiting non-compliance with ambient air quality standards for fine particulates
2. Relationship between other emissions related to fossil fuel combustion and PM 2.5 levels in areas exhibiting non-compliance with ambient air quality standards for fine particulates

**III. PROPOSAL REQUIREMENTS**

Applicants are required to e-mail an Intent to Propose form to Ingrid Kelley at [ikelley@ecw.org](mailto:ikelley@ecw.org) by October 8, 2009. (download in Word format from : [www.focusonenergy.com](http://www.focusonenergy.com), under Environmental and Economic Research/RFP Postings).

**INTENT TO PROPOSE FORM:**

The EERD Program has limits on what types of projects it can fund. The Intent to Propose form is designed to help participants avoid the unnecessary time and expense of

preparing a full proposal that does not fit program guidelines. The Intent to Propose form should explain how the proposed project both addresses the broad goals of the program and falls within one or more of the general interest areas stated above.

Please submit 2-3 paragraphs describing the project, stating how it accomplishes this objective. It is not necessary to submit budget figures, resumes or other project details. Please include the project title and full contact information as the form requests. If the project fits within program guidelines, the participant will receive, within two days, an invitation to submit a full proposal.

### **THE FULL PROPOSAL**

Proposals should follow the format below and provide sufficient and succinct information to complete the descriptions and answer the questions described in the Proposal Evaluation criteria listed in Section IV. The preferred length of each proposal section is shown. **Proposals are subject to return without evaluation if more than 12 pages are submitted** (not including the project budget, one-page letters of commitment, and resumes), or if a font smaller than 10 point is used.

**A. Abstract** - Summarize the proposed project. Briefly summarize the anticipated usefulness of the project and the proposed methods for conducting the project. **(Half page)**

**B. Program Interest Area to be Addressed** - Briefly describe how the proposed project will address one or more of the Program Interest Areas as described in Section I. Include a description of why this research is needed now; what the impact would be if EERD did not provide funding **(Half page)**

**C. Usefulness and Value of Project Results** - Identify the project goals and major objectives. Explain how the project results will address a problem/opportunity facing Wisconsin with respect to the environmental or economic impacts of energy use. Maximum coordination with other national and state environmental research/monitoring initiatives is desirable if appropriate. **(One page)**

**D. Soundness of Project Methods** - Describe the proposed project methods and overall research design. Briefly explain why the equipment, models, methods, and other aspects of the work are expected to be capable of meeting the project objectives. **(Two pages)**

**E. Statement of Work and Schedule** - The Statement of Work will serve as the Scope of Work in the contractual document that identifies the deliverables and provides the basis for EERD payment. It is to be an action document that specifically delineates tasks required to accomplish the project objectives. Therefore, each action should be identified with a description of its objective, who will perform it, how it will be performed, and the anticipated deliverables. **(Three to five pages)**

- **Objectives, Methods and Deliverables.** Proposed tasks should identify specific objectives, methods and quantifiable and measurable deliverables or targets that define success of each task and that can be evaluated at project completion. The task descriptions should include the persons responsible for completing the task and the methods to be used. As much as possible, the methods description should identify the standard methods that would be used to assure the quality of the samples, analytical procedures, statistical analyses, data, and project results.

- **Reporting Plan.** Include a task for reporting and information transfer. The following baseline reporting and information transfer work will be required for each project and should be considered in allocating resources for these tasks:

Baseline reporting and information transfer shall be accomplished through presentations at meetings, periodic progress reports as required, a final technical report, and, depending on the nature of the project, an article for a peer-reviewed journal. Researchers may be invited to present to the Environmental Research Forum or at other events arranged by the Focus on Energy Program in Madison, WI. Final reports will be published on the Focus on Energy web site when projects are completed and approved.

- **Master Schedule** - Complete a schedule showing starting and completion times for all major tasks, in terms of months after project initiation. Include major milestones and meetings, tests, demonstrations, reports, and other key deliverables.

#### **F. Management Plan and Qualifications**

**Organizational Chart** - Prepare an organizational chart listing all key personnel. Include any subcontractors and other sponsors involved in the project, showing their roles and responsibilities. **(One page)**

**Resumes** - Identify key project personnel. Submit relevant portions of resumes of all key project personnel, including those of proposed subcontractors. Include education and experience that are relevant to the proposed work, and bibliography of relevant peer-reviewed articles and reports. **(One page each - not included in total)**

**Related Projects** - List related projects that have been undertaken by the proposer and/or subcontractors. For each project, provide a brief summary, describing its title, scope, funding amount and client contact numbers. EERD may contact listed clients. **(One page)**

**G. Project Budget** - Complete a detailed project budget for the entire project, including any in-kind contributions and other cost-sharing, *using the Project Budget Form that can be downloaded as a Word document*, incorporating it into the proposal. For multi-year projects, please detail funding requested for each year of the project.

The degree of cost sharing will be seriously considered in the evaluation of proposals. Cost sharing of at least 25% is desirable.

**H. Letters of Commitment or Support** - If you are relying on other organizations or businesses to do work, provide services or equipment, or share in the non-EERD cost, include a letter from that organization or business describing their commitment. **Absence of letters of commitment or support will be interpreted as the applicant not having commitment/support from those parties. (One page each - not included in total. Please send electronically with the proposal.)**

#### **IV. PROPOSAL EVALUATION**

Proposals will be reviewed by the Environmental Research Forum whose membership consists of representatives from two Wisconsin utilities, the Public Service Commission of Wisconsin, the University of Wisconsin, the Wisconsin Department of Commerce, the

Wisconsin Department of Natural Resources, Clean Wisconsin, the Wisconsin Office of Energy Independence, the Wisconsin Department of Agriculture, Trade and Consumer Protection, and the Forest Products Laboratory. Proposals will be evaluated according to the following criteria.

**A. Determination of Relevancy**

Intent to Propose forms will be screened initially to determine whether or not the project has addressed one or more of the **Program Interest Areas** identified in the RFP.

Applicants will be notified of project status immediately after this review.

**B. Technical Evaluation Criteria**

**Usefulness and Value of Project Results** - How useful are the project results expected to be in filling crucial gaps in current research data? How well would the project use and integrate other relevant data and coordinate with other research/monitoring initiatives (e.g. with field sampling and data analysis) to provide maximum value to Wisconsin?

**Soundness of Project Methods and Research Design** - How suitable are the proposed project methods and overall research design for meeting the project objectives and yielding accepted results?

**Management Plan and Qualifications** - How well has the applicant organized a management plan and a project team with the necessary educational, technical, operations, technology transfer, financing, and administrative experience for successfully completing the project? Does the team include partnerships with other research groups?

**Statement of Work and Schedule** - How comprehensive, realistic, and explicit is the Statement of Work with respect to the project objectives and proposal requirements? Are specific measurable targets of success provided where applicable? How promising is the reporting and information transfer plan for successfully using project results to realize the potential benefits of the project?

**Cost Criteria** - How justifiable and reasonable are the overall costs compared to the expected usefulness of the project results and the level of effort and duration of the project? How justified and reasonable are the applicant's cost allocations and co-funding contributions (cash, in-kind services, etc.)? To what degree does the proposal include meaningful cost sharing from other key organizations important for the success of the project?

**C. Other Considerations** - Projects will be reviewed to determine whether they reflect the overall objectives of the **Wisconsin Focus on Energy Program** and EERD, including:

- The balance among projects of long- and short-term benefits and risk/reward relationships
- The general distribution of projects of diverse topics related to subject interest areas
- The ease of measuring project success in quantifiable ways

**V. GENERAL CONDITIONS**

**A. Contract Award** – EERD may award a contract based on initial proposals without discussion, or following limited discussion or negotiations. Each offer should be submitted using the most favorable cost and technical terms. EERD may request additional data or material to support proposals.

**B. Limitation** - This solicitation does not commit EERD to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. EERD reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in the best interests of the EERD.

**C. Sample Agreement** - EERD will make available upon request a sample agreement that has been used to contract successful past proposals. This sample agreement may differ from the actual agreement that is ultimately signed. Contact Ingrid Kelley at [ikelley@ecw.org](mailto:ikelley@ecw.org) to receive an electronic copy.

### 2009 EERD Funding Schedule

Activity	Dates
RFP Issued	September 4, 2009
Intent to Propose Forms Due	October 8, 2009
Proposals Due	November 11, 2009
Grant Announcement (expected)	January 5, 2010