



focus on energy®

Partnering with Wisconsin utilities

FOCUS ON ENERGY REQUEST FOR PROPOSALS

Tribal Nation Energy Plan

**Proposal Submission Deadline:
June 30, 2022, at 5:00 p.m. CST**

RFP Release: Friday, February 18, 2022

Focus on Energy is accepting proposals as part of an Energy Plan Request for Proposals (RFP). This RFP is available to Tribal Nations seeking financial support to create an Energy Plan to identify and support its energy and resiliency goals. Applicants are encouraged to work directly with an Energy Advisor to submit an RFP. To find an Energy Advisor, visit <https://focusonenergy.com/energy-advisor-map> or email business@focusonenergy.com.

Focus on Energy is offering up to \$15,000 for development of the plan utilizing an external vendor or internal labor. Maximum incentive request is capped at 100% of the cost of the plan.

Customer Eligibility Requirements

- Customer must be a federally recognized tribe in Wisconsin and served by at least one participating Focus on Energy utility.
- A list of participating utilities can be found at focusonenergy.com/utilities.

Energy Plan Requirements

Section 1: Identification and Trending of Current Energy Use

- Include an Energy Baseline table (see Appendix A) or a report from an online benchmarking tool, such as [ENERGY STAR[®] Portfolio Manager[®]](#).
- Work with the customer's utility to develop an Energy Profile including:
 - Key facts of the building's energy use.
 - Current energy costs.
 - Projected future energy use and costs.

Section 2: Creation of Long- and Short-Term Energy Goals

- Identify specific and actionable energy goals which are time bound.
- Identify strategies for achieving goals.
 - Strategies are detailed "sub-goals" breaking the overall goal(s) down into measurable components.

Section 3: Develop an Action Plan

- Identify actions to be taken to meet the goals identified in Section 2 and a timeline for completion.
- Strategies should be assessed and prioritized by feasibility, access to financing, and impact to goals.

Section 4: Plan for Community Acceptance of Plan

- Create an energy team representing a variety of stakeholder groups.
- Establish a timeline for public release and gathering feedback.

See Appendix B for guides and tools to assist in your planning process.

RFP Timeline:

Date	Event
February 18, 2022	RFP released by 5:00 p.m. CDT
June 30, 2022	Proposals due to business@focusonenergy.com by 5:00 p.m. CST
Within 5 business days of proposal receipt	Notification of award
June 30 – November 30, 2022	Submission of Energy Plan and completion paperwork

Plans must be completed and submitted with Completion Paperwork no later than June 30, 2022.

- *Completion paperwork will include a signed Project Completion Notice, final invoices from vendor or internal labor calculations, and a copy of the final report.*

If a plan will not be complete by November 30, 2022, an extension must be requested in writing on or before November 15, 2022. Approval of an extension is not guaranteed.

APPLICATION SUBMISSION CHECKLIST

Your submittal must contain the following items. Applications received incomplete may be disqualified.

- Customer Information Form
- Supporting Documentation (include as separate attachments):
 - Energy Plan Description
 - Preliminary Project Budget (include vendor proposals, if applicable)
- Submit All Required Paperwork to business@focusonenergy.com

CUSTOMER INFORMATION

<i>Applicant</i>	Tribal Nation Name	Tax Identification Number (9-digit FEIN)	
	Site Address		
	City	State	Zip
	Electric Provider		Electric Account. #
	Natural Gas Provider		Natural Gas Account #
<i>Customer Primary Contact</i>	Name		
	Phone	Email	

Vendor/Trade Ally Information (Optional)

Contractor Name	
Address	
City	County
State	Zip
Phone	Fax
Email	

Customer Signature

<i>Authorized Signature</i>	Signature	Date
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APPENDIX A

EXISTING COMMUNITY FACILITY ENERGY USAGE				
Facility Type (Examples below)	Electric usage (annual, kWh)	Heating fuel usage (annual, gallons)	Other heating sources	Date of last major facility renovation
Tribal Administration Office(s)				
Tribal Building				
Health Clinic				
City Office				
Community Shop				
School Building				
School Building				
School Building				
Other Community Building				
Other Community Building				
Other Community Building				
Other Community Building				
RENEWABLE ENERGY SOURCES				
	Readily available resource? (Y/N)	Feasibility/resource assessment/study completed? (Y/N)	Potential project identified? (Y/N)	Past projects completed? (Y/N)
Wind				
Solar PV				
Solar Thermal				
Biomass				
Wind				
Other (describe)				

APPENDIX B

Guide to Community Energy Strategic Planning

https://www.energy.gov/sites/prod/files/2014/05/f15/cesp_guide.pdf

Guide to Energy Master Planning of High-Performance Districts and Communities

<https://betterbuildingssolutioncenter.energy.gov/resources/guide-energy-master-planning-high-performance-districts-and-communities>

Tribal Strategic Energy Plan and Planning Handbook

<https://www.energy.gov/indianenergy/downloads/tribal-strategic-energy-plan-and-planning-handbook>