



**2009**

**Wisconsin Office of Energy Independence**

**Wisconsin Energy Independent Community  
Partnership**

**Request for Applications**

**Grants for an EI Community 25X25 Plan**

**Issue Date: October 15th, 2008**

**Application Due Date: December 15th, 2008**

Wisconsin Office of Energy Independence

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**Wisconsin Office of Energy Independence  
Application Form**  
Due December 15<sup>th</sup>, 2008

ATTACH NARRATIVE TO APPLICATION FORM		Application Date:
Community Name:		
Primary Contact Name (First, Last):		
Primary Contact Title:		
Mailing Address:		
City:	Zip:	County:
Phone:	Fax:	Email:
Employer ID Number (W-9) :		Amount Requested: \$
<b>(NARRATIVE SECTION)</b>		
<b>Governmental facilities inventory</b> (i.e. 3 offices, 2 garages, 1 public health facility, etc. and approximate total square footage.)		
<b>Technical Requirements (activities from at least 2003 to the present)</b>		
(Describe existing energy conservation, energy efficiency, and renewable energy efforts -- policies, ordinances, etc.)		
<b>Buildings/facilities/infrastructure</b>		
<b>Vehicles/fuel</b>		
<b>Generation</b> (if applicable)		
<b>Costs associated with an EIA.</b> (Provide/attach quotes, if available)		
<b>Population</b> (of all communities serviced by this award, please list individually, and provide total citizens impacted)		
<b>Leveraged funds</b> (list all sources and amounts)		
<b>Energy Independence Coordinator and Energy Independence Team</b> **Please see definitions section (Describe how your community will develop the EI Coordinator and EI Team. If you already have a sustainability task force, committee, etc, please list all personnel involved and work-related experiences.)		
<b>Other Information</b> (Demonstrating exceptional efforts, programs or projects)		
Signature:		Date:

**Application Due by December 15<sup>th</sup>, 2008. Submit completed application to:**

Brian Driscoll  
Office of Energy Independence  
17 West Main St. Room #429  
Madison, WI 53703  
608-261-8146  
[brian.driscoll@wisconsin.gov](mailto:brian.driscoll@wisconsin.gov)

For Internal Use Only		
Date Received:	Reviewed by:	Score: <input type="checkbox"/> A <input type="checkbox"/> R
<input type="checkbox"/> Letter Sent    Date:	Contract Start Date:	Contract End Date:

## **Introduction**

The Wisconsin Office of Energy Independence (WI OEI) administers energy programs to assist Wisconsin to profitably and sustainably promote conservation, energy efficiency and renewable energy resources. The goal of this opportunity is to have 5-10 pilot communities complete a 25% by 2025 Plan. This award will go to a community or group of communities to complete an energy audit of all buildings/facilities and infrastructure, as well as assessment of all fleet vehicles. The completion of baseline data templates will help communities move forward with conservation, energy efficiency, and renewable energy opportunities. By the end of the 10-12 month process an award winner will complete the necessary data collection and research to create a baseline of information to organize an estimate of the community's top priority projects or opportunities. The expected product at the end of this process is, An EI Community 25 by 2025 Plan.

## **Definitions**

- **Energy Independence (EI)** – the goal of achieving at least 25% renewable, domestically produced energy.
- **Energy Independent Community (EIC)** – a community that is willing to set a goal of “25 by 25” to increase our energy independence, and promote a sustainable energy policy for the State of Wisconsin
- **Energy Independence Assessment (EIA)** – an energy audit plus an assessment of vehicles, which includes conservation, energy efficiency, and renewable energy opportunities.
- **Energy Independence Coordinator** – the single point of contact for all EI-related activities for the WI OEI and the EI Team in the community (e.g., Mayor, Director of Public Works, Transit Director)
- **Energy Independence Team (EIT)** – the group of elected officials, community staff, and citizens that are responsible for all EI-related activities, especially coordinating the 10-12 month 25 by 2025 Plan process. Activities include: data collection, presentations to councils and/or boards, facilitating education and outreach in the community, and completion of baseline data templates.

## **Objectives**

- Increase the use of renewable energy and renewable fuels by 25% by 2025 in across the State of Wisconsin.
- Increase and promote public awareness regarding the benefits of increased energy conservation, energy efficiency, and renewable energy use by counties and municipalities around the state. These benefits include and are not exclusive to: clean air and water, intelligent land management, rural and urban economic development, as well as state and national energy independence.

## **Eligible Participants**

Applicants must be a Wisconsin county, city, village, town, school district or university, a First Nation Tribe, or any combination thereof that has shown willingness to improve the community's efforts related to energy conservation, efficiency and potential renewable opportunities. Applicants, if they are responsible for their own municipal water, sewer, or electrical system, must be in compliance with all appropriate state and federal regulations.

## **Eligible/Ineligible Expenses**

Funding must be used towards the cost of administering and conducting an EIA. Funding will not cover expenses of existing conservation, efficiency or renewable projects in progress. Funding is available solely for the completion of an EIA.

## **Cost-Sharing**

Although, there are no cost-sharing requirements under this program, participants are encouraged to report all public and private foundation dollars, other government grants, and any energy performance contracting dollars that are being pledged. The amount of dollars leveraged will increase point totals in the evaluation process.

## **Obligations/Responsibilities:**

An EIC that receives an award to complete an EIA is responsible for quarterly updates. A brief written update as well as a verbal presentation by the local leader are required. Updates will take place during the months of March, June, September and December. Coordination with The University of Wisconsin Extension and the Local Government Institute is required and expected. Engagement with the local UW-Extension agent is necessary as well as any local government association staff. (It is recommended to include letters of recommendation from these individuals.)

## **Application Guidelines**

### **Technical Requirements**

- Applicants must demonstrate existing energy conservation, energy efficiency, and renewable energy efforts.
- Recommendations or support letters from all major governmental department leaders such as, public works director, facilities manager, fleet manager, utility manager and maintenance director will be considered in determining ability to follow through on potential recommendations from the energy independence assessment. This is necessary to judge the sustainability of a community's efforts

regardless of political leadership or change in governmental staff. Besides governmental department leaders and the local utility and coops, letters of support from local businesses and industry would be applicable when necessary (i.e. woody biomass supplier, biofuels resource).

- **Cost Proposal:** Applicants must provide a cost proposal which summarizes the estimated cost of completing an EIA for all buildings, vehicles, appliances, and generation facilities a community is responsible for. The total grant award being applied for should be clearly identified.
- **Award Recipients:** Recipients will be based on the “Evaluation Criteria.” Please be sure to include in your community description the population size. If there are joint applicants (i.e. a town and a county; multiple cities; a university and a city) please be sure to include a total number of citizens serviced by the “community” whether it be a town resident, county resident, university student. More detail will provide a clearer picture about potential impacts on the community.
- **Employee Training:** Applicants must provide training to an employee or employees that will be designated an “Energy Independence Coordinator” or a member of the “Energy Independence Team.” This could include staff from Public Works, Facilities, Comptroller and Fleet Management. This could also include citizen members, or a community action organization.
- **Promotion and Education:** Applicants must promote and educate community members outside of the governmental staff to engage in greater dialogue and create a stronger potential for long-term viability. Working with University Extension offices is recommended as well as representatives from your local unit of governmental associations (WI Counties, WI Towns, League of Municipalities, Alliance of Cities, Local Government Institute).

**Qualifications**

- Describe your community’s experience, capabilities, and potential to become energy independent. List any specific projects that have been completed to improve conservation, encourage efficiency and promote renewable energy use.
- **Personnel -** Establish at least one key staff member to coordinate and serve as a point of contact for this opportunity. List all personnel who will be working on the grant activities, their title, a list or description of their work duties/responsibilities. Please provide details about work-related experience.
- **Other Information -** Include any other information you believe demonstrates that this proposal meets the application criteria as set out in the program description.

**Proposal Selection**

Applications will be ranked and considered for awards according to the following criteria. The weight of each criterion is shown in parentheses. An application must receive a score of at least 80% to be considered for funding.

\*Only applications that document the commitment to a 25 by 2025 resolution at the end of this process will be eligible. (i.e. item of discussion on council agenda)

**Evaluation Criteria:**

Description		Points	Percentage Weight
General Requirements	Demonstrated ability for Organization/ Planning Capabilities	25	25%
	Staff Qualifications	10	10%
Technical Requirements	Recommendation Letters (Level of Commitment)	10	10%
	Number of citizens serviced (description of region: rural, urban, other)	20	20%
	Cost Proposal	20	20%
	Education & Promotion	5	5%
	Other funds leveraged	10	10%
Total		100	100%

**Contract Terms and Funding:**

The OEI will allocate funds to take advantage of the most cost effective opportunities that will positively impact the State of Wisconsin. A contract between each grantee and the WI OEI will cover the community's scope of work, timetable and budget. Contracts cover from the date of award to December 1, 2009. The contract will stipulate that the community has until December 1, 2009 to complete the EIA and must provide the proper documentation to prove that any and all actions deemed necessary were performed. Payment to the

community will be 100% upfront and immediate. Future grant awards may depend upon the success and timeliness of the full completion of the EIA.

**Application Submittal**

**Grant applications are due by December 15<sup>th</sup>, 2008.** All applicants will be notified of status by February 15<sup>th</sup>, 2009. For those awarded, preparation of contracts will take approximately one month. Final EIA's must be completed by December 1, 2009.

**Submit completed application to:**

Brian Driscoll  
Office of Energy Independence  
17 West Main St. Room #429  
Madison, WI 53702.  
608-261-8146  
[brian.driscoll@wisconsin.gov](mailto:brian.driscoll@wisconsin.gov)

If you have other questions please go to: <http://power.wisconsin.gov> click on Energy Independent Communities locate FAQs on An EI Community 25 by 2025 Plan