



## CERTs 2009-2010 Request for Proposals

### Technical Assistance for Energy Efficiency & Renewable Energy Projects

The Minnesota Clean Energy Resource Teams (CERTs) seek to provide limited financial assistance for energy efficiency and/or renewable energy projects requiring technical assistance.

Project funding can support technical assistance services (***labor costs only***, such as for a consultant, design professional, installer or student labor), for projects in the seven Minnesota CERT regions: Central, Metro, Northeast, Northwest, Southeast, Southwest and West Central.

The primary objectives of this funding project are to:

- Encourage the implementation of community-based energy efficiency and renewable energy projects in CERT regions
- Provide a forum for community education about energy efficiency and renewable energy technologies and their economic, ecological and community benefits.

Funding for these projects is provided through the MN Department of Commerce, Office of Energy Security (OES).

**Regional Funding Availability for July 2009 – June 2011:** Each region has its own pool of funding—in all regions this is \$40,000—available for technical assistance to catalyze community energy efficiency and renewable energy projects. Generally teams have funded projects in the \$5,000 range, however should a larger project best help a team achieve its goals, that team may consider funding at a level up to 10,000. Each Regional Team’s Steering Committee will make its own selections and the funding level will vary by region. Projects approved for funding must be completed by December 30<sup>th</sup>, 2010.

#### Timeline:

| Deadline/Date                      |  |
|------------------------------------|--|
| <b>November 2, 2009<br/>4:30pm</b> | Proposals MUST BE SUBMITTED ELECTRONICALLY to <a href="mailto:RFP@CleanEnergyResourceTeams.org">RFP@CleanEnergyResourceTeams.org</a> using CERT APPLICATION FORM & WORKSHEETS  |
| <b>January 1, 2010</b>             | Selections will be made by each regional CERT  |
| <b>January 5, 2010</b>             | Awards will be announced   |
| <b>June 30, 2010</b>               | Written project status report due. A project status report summarizes grant activities and outcomes for a given period. CERTs will provide a template for this report. Projects may also submit an interim invoice with their status report for eligible expenses up to 60% of the full project award. |
| <b>October 1, 2010</b>             | Any project that has yet to begin project activities may have funding revoked  |
| <b>December 31, 2010</b>           | Projects must be completed and final reports submitted electronically. CERTs will provide a template for the final report. Worksheets must be resubmitted upon project completion.   |
| <b>PAYMENT</b>                     | Funds up to the grant amount will be reimbursed for eligible expenses (labor) upon project completion and submission of an approved final report. Early project completion will expedite payment.  |

## **Eligibility**

- Project must be located within one of the seven Minnesota CERT regions: Central, Metro, Northeast, Northwest, Southeast, Southwest or West Central (See map: <http://bit.ly/CERTsMap>);
- Project must seek funding for technical assistance support (***labor costs only***, not hardware or material costs);
- Project must demonstrate the committed resources, funding and ability to complete the project by December 30<sup>th</sup>, 2010;
- Project must demonstrate the ability and commitment to serve as a community-wide educational resource for renewable energy and energy efficiency; and
- Project cannot seek funding for work completed prior to award of project funding.
- Ineligible costs include: materials, hardware, printing, food and travel.

**Evaluation Process and Criteria:** Proposals will be reviewed by each regional CERT Steering Committee. Each regional Steering Committee will present a slate of recommended projects to the regional CERT either via small presentations from the recommended grantees at a regional team meeting or via project write-ups distributed via the regional list serves. Regional CERTs will then vote to approve or amend the regional Steering Committee's funding suggestions. All funding applications will be evaluated based on a 100-point scale according the following point allocation:

### ***Project Details – 35 points total***

- Project Purpose – 15 points
- Work Plan – 5 points
- Timeline – 5 points
- Collaboration – 10 points

### ***Project Results – 50 points total***

- Outcomes/Evaluation Criteria – 10 points
- Community Impact – 15 points
- Worksheet Analysis outputs – 25 points

### ***Funding Plan – 15 points*** (resources and dollars leveraged)

Project applicants selected by regional Clean Energy Resource Teams must commit to completing the necessary end-of-project evaluations (published on the CERTs website), to providing a final project report, to submitting project photos, and to providing additional information for a project case study that will allow broad project replication. Funding projects must also complete an interim report, due June 30<sup>th</sup>, 2009. If a project has not achieved sufficient forward movement by October 1, 2010 that project may lose its funding.

**Submission:** Please submit all proposals electronically to [RFP@CleanEnergyResourceTeams.org](mailto:RFP@CleanEnergyResourceTeams.org) no later than 4:30pm, November 2<sup>nd</sup>, 2009. Be sure to include your CERT APPLICATION form in Word and WORKSHEETS in Excel. The subject of your email should be "CERTs Grant Application – [Your Region]". Please insert the region where you are applying for funding where it says [Your Region].

**Questions:** Questions regarding the proposal process should be directed to CERT coordination staff, listed below.

### ***Central, Northeast, Northwest, Southeast and West Central Regions:***

Lissa Pawlisch and Joel Haskard, University of Minnesota's Regional Sustainable Development Partnerships  
612-624-2293 or [pawl0048@umn.edu](mailto:pawl0048@umn.edu) and 612-625-8759 or [haska004@umn.edu](mailto:haska004@umn.edu)

### ***Southwest Region:***

Annette Bair, SW Regional Development Commission  
507-836-1631 or [phydev@swrdc.org](mailto:phydev@swrdc.org)

### ***Metro Region:***

Diana McKeown, Green Institute  
612-278-7125 or [dmckeown@greeninstitute.org](mailto:dmckeown@greeninstitute.org)

**NOTE:** This RFP does not obligate CERTs or OES to award a contract, and they reserve the right to cancel the solicitation.