



CERTs 2011-2012 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 (i.e. **labor costs only**, such as for a consultant, design professional, installer or student labor), for projects in all 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.

For full details and all materials, visit <http://rfp.mncerts.org>.

Funding for these projects is provided through the MN Department of Commerce, Division of Energy Resources.

Regional Funding Availability for 2011 – 2012

Each region has its own pool of funding—in all regions this is \$10,000—available for technical assistance to catalyze community energy efficiency and renewable energy projects. Each Regional Team's Steering Committee will make its own selections and project funding levels will vary by region. Projects approved for funding must be completed by December 1, 2012. Due to external constraints, **no extensions will be given on deadlines**.

Materials & Submission Information

CERT Funding Applications for each CERT region and Project Impact Worksheets (to accompany the application) can be found at <http://rfp.mncerts.org>.

Please submit all proposals electronically to RFP@CleanEnergyResourceTeams.org no later than 5:00pm, November 15, 2011. Be sure to include your CERT Application in Word or PDF format and any necessary documentation of project impacts and letters of support.

Eligibility

- Project must be located within one of the seven Minnesota CERT regions: Central, Metro, Northeast, Northwest, Southeast, Southwest or West Central (<http://cleanenergyresourceteams.org/files/MinnMap-popup.gif>);
- Project must seek funding for technical assistance support: **Labor costs ONLY** (Ineligible costs include: materials, hardware, printing, food and travel);
- Project must demonstrate that the project will be completed within the funding period, or by December 1, 2012;
- Project must demonstrate the ability and commitment to serve as a community-wide educational resource for renewable energy and energy efficiency;
- Project **cannot** seek funding for work completed prior to award of project funding.

Timeline

| Deadline/Date | |
|-------------------------------------|---|
| November 15, 2011 5:00pm | Proposals MUST BE SUBMITTED ELECTRONICALLY to RFP@CleanEnergyResourceTeams.org using the CERT Funding Application form for the CERT region in which you are applying |
| January 2, 2012 | Selections made by each regional CERT |
| January 6, 2012 | Awards announced |
| May 1, 2012 | Project Interim Report Due (form provided by CERTs). Projects may also submit an interim invoice with their Interim Report for eligible expenses up to 60% of the full project award. |
| June 1, 2012 | Any project that has yet to begin project activities may have funding revoked. Funds will be redirected to other project(s) in the region. |
| December 1, 2012 | Project must be completed and Final Report submitted electronically (form provided by CERTs). Project must submit an invoice with their Final Report for eligible expenses up to the remainder of the full project award. Invoices must be dated December 1, 2012 or earlier. Early project completion will expedite payment. |

Evaluation Process

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.

Project Criteria

Projects will be evaluated on Statewide Criteria as well as Regional Criteria (and requirements). Please review the statewide criteria below and the additional criteria specific to your region.

Statewide Criteria:

1. Projects that advance community energy efficiency and/or renewable energy
2. Ideally, projects that provide measurable savings/offsets
3. Projects that have high potential to provide replicable models
4. Projects that engage and involved a variety of community partners
5. Projects that have clear goals, benchmarks, timelines and budgets
6. Projects that have a well-articulated plan to share their work and use it to educate a broader audience
7. Project must make itself available for tours, interviews, etc. during and after the project
8. Project must be willing to have a case study written about the project

Additional Regional Criteria and Notes:

| | |
|--------------------------|---|
| Central CERT | <ul style="list-style-type: none">• Central CERT is interested in working with awarded applicants on developing the “well-articulated plan to share their work and use it to educate a broader audience,” as stated above in Criteria #6. |
| Metro CERT | <ul style="list-style-type: none">• Interested in projects that are highly visible, inspirational and educational• Preference for projects that have significant social impact (i.e. a ripple effect)• Applicants should have a clear plan for how they will publicize and share the story of their project |
| Northeast CERT | <ul style="list-style-type: none">• Preference given to projects not previously funded• 25% match required (in-kind allowed) |
| Northwest CERT | <ul style="list-style-type: none">• n/a |
| Southeast CERT | <ul style="list-style-type: none">• Special emphasis will be placed on local projects that promote resilient, self-reliant communities. |
| Southwest CERT | <ul style="list-style-type: none">• Demonstrable results AND clear about results, in particular about the educational results.• Preference to focus on youth, partnerships, mixed/gap funding sources and education• Non-profit and public sectors eligible• Minimum 25% cash match required |
| West Central CERT | <ul style="list-style-type: none">• Projects that have a strong public purpose and provide strong public value• Project that engage and involve youth |

Questions

Please consult the list of Frequently Asked Questions (FAQ) at <http://rfp.mncerts.org>, to find an answer to your question. FAQ will be updated on an ongoing basis. Questions regarding the proposal process may also 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 and (612) 625-8759 or haska004@umn.edu

Southwest Region:

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

Metro Region:

Julia Eagles, Eureka Recycling
(612) 455-9174 or juliae@eurekarecycling.org