



Clean Energy Resource Teams

REQUEST FOR PROPOSALS: Technical Assistance for Energy Efficiency & Renewable Energy Projects

The Minnesota Clean Energy Resource Teams (CERTs), via the University of Minnesota Regional Sustainable Development Partnerships (U of MN Regional Partnerships) and Southwest Regional Development Commission (SRDC), 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), such as consultant, design professional, installer or student labor, for projects in one of the following six Minnesota CERT regions: Central, 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: (1) the Minnesota Department of Commerce, (2) the Minnesota Pollution Control Agency, and (3) the Blandin Foundation.

Regional Funding Availability for January 2008 - December 2008

A total of \$33,200 is available per region, although awards will likely be made in six \$5,000 increments and one \$3,200 increment. Projects approved for funding must be completed by December 31st, 2008. Please see the Attachment for additional region-specific project criteria.

Funding Source	Amount/ region	Purpose	Potential Breakdown
MN DOC ¹	\$25,000	Technical assistance to catalyze community <i>energy efficiency and renewable energy</i> projects	\$5,000/project
MPCA ²	\$5,000	Technical assistance to catalyze community <i>energy efficiency and/or specifically wind & solar</i> projects	\$5,000/project
Blandin Foundation ³	\$3,200	Technical assistance to catalyze community <i>energy efficiency and renewable energy</i> projects	\$3,200/project

¹ Minnesota Department of Commerce

² Minnesota Pollution Control Agency

³ Funding not available in Southeast and Southwest Region.

To be eligible for consideration for funding, each applicant must:

- Be located within one of the six greater Minnesota CERT regions: Central, Northeast, Northwest, Southeast, Southwest or West Central (<http://www.cleanenergyresourceteams.org/map.html>); and
- Seek funding for technical assistance support meaning labor costs, not hardware or material costs; and
- Must not be for work completed prior to award of project funding; and
- Demonstrate the committed resources, funding and ability to complete the project by December 31, 2008⁴; and
- Demonstrate the ability and commitment to serve as a community-wide educational resource for renewable energy and energy efficiency.

Deadline

- **Proposals MUST BE SUBMITTED ELECTRONICALLY BY 4:30 PM, NOVEMBER 16th, 2007, to the contacts listed in the Attachment.**
- Selections will be made by each regional CERT by December 21st, 2007.
- Award notification will be made by January 4th, 2008.
- Projects must be completed, and final reports submitted, by December 31st, 2008.
- Funds up to the grant amount will be reimbursed for eligible expenses upon project completion.

Questions about this Request for Proposal should be directed to the regional contacts listed in the Attachment.

⁴ An additional round of funding is anticipated for Spring/Summer 2008.

Project Funding Application

Project funding applications should include:

Contact Information

- Name of Project
- Name of Applicant
- Name of Organization (if applicable)
- Address
- Phone & Fax
- Email

Project Description

The Project Description should clearly set out the project's goals and parameters; maximum two pages. Below are suggested topics to cover in the proposal; some bullets may not be applicable to your project, or you may wish to add other information you find relevant. Please describe as best possible:

Project details:

- Project Purpose: What is the project designed to achieve?
- Project Activities: What steps or actions do you plan to take to implement this project?
- Roles and responsibilities: Provide a list of all project team members, their specific roles in the project and their contact information;
- Timeline: Provide a schedule for project implementation;

Project results:

- Project outcomes: How will you judge your project's success?
- Project impacts: What are the project's anticipated economic, environmental, and social benefits?
- Educational Resource: What public outreach event will be planned to celebrate project completion and/or how will the project be integrated into the local community as an ongoing public educational resource about energy efficiency and/or renewable energy technologies.

Project Funding Information

The project funding and cost section of the application should include:

- Total project costs
- Dollars requested
- Matching dollars
- In-kind contributions

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

- Project Purpose – 10 points
- Project Activities – 15 points
- Roles and responsibilities – 5 points
- Timeline – 5 points

Project Results – 35 points total

- Project outcomes – 10 points
- Project impacts – 10 points
- Educational Resource – 15 points

Project Cost/Benefit – 30 points (financial returns and broader community benefits)

In addition, project applicants selected by regional Clean Energy Resource Teams must commit to providing a final project report and be willing to provide additional information for a project case study that will allow broad project replication. Please see Attachment for additional region-specific project criteria.

**ATTACHMENT: REGION-SPECIFIC FUNDING REQUIREMENTS
AND SUBMITTAL INSTRUCTIONS**

Central

Funding requirements:

Special priority will be given to proposals that demonstrate robust collaborative partnerships and that are scalable and transferrable thus allowing for greater regional and statewide duplication.

Submit proposals to:

Lissa Pawlisch and Joel Haskard
University of Minnesota Regional Sustainable Development Partnerships Clean Energy
Resource Team Coordinators
(612) 624-2293 and (612) 625-8759
pawl0048@umn.edu and haska004@umn.edu

Northeast

Funding requirements:

No additional specific funding requirements.

Submit proposals to:

Lissa Pawlisch and Joel Haskard
University of Minnesota Regional Sustainable Development Partnerships Clean Energy
Resource Team Coordinators
(612) 624-2293 and (612) 625-8759
pawl0048@umn.edu and haska004@umn.edu

Northwest

Funding requirements:

- One \$5,000 award targeted to an energy efficiency project
- One \$5,000 award targeted to a biomass project
- One \$5,000 award targeted to a wind project
- Remaining awards will be reserved for non-targeted clean energy-related projects.

Submit proposals to:

Lissa Pawlisch and Joel Haskard
University of Minnesota Regional Sustainable Development Partnerships Clean Energy
Resource Team Coordinators
(612) 624-2293 and (612) 625-8759
pawl0048@umn.edu and haska004@umn.edu

Southeast

Funding requirements:

- Two \$5,000 awards for the “Most Innovative Energy Efficiency Projects in a K-12 schools”
- One \$5,000 award for the “Most Innovative Biomass Project”
- One \$5,000 award for the “Most Innovative Clean Energy Partnership”
- One \$5,000 for the “Most Innovative Wind, Solar and/or Energy Efficiency Project”
- One additional \$5,000 award reserved for a non-targeted clean energy-related project

Submit proposals to:

Lissa Pawlisch and Joel Haskard
University of Minnesota Regional Sustainable Development Partnerships Clean Energy
Resource Team Coordinators
(612) 624-2293 and (612) 625-8759
pawl0048@umn.edu and haska004@umn.edu

Southwest

Funding requirements:

Awards will be made based on the three Objectives identified in the Southwest Renewable Energy Action Plan: <http://www.cleanenergyresourceteams.org/pdf/southwestactionplan.pdf>

- Objective 1. Encourage energy reduction / conservation measures. Implementation of energy use reduction measures will have an overall effect of energy usage and affect the net renewable exportation.
- Objective 2. Increase use of bio fuels. By increasing the use of biofuels in the region, the overall impact of imported fuels will be less and directly affects the net exportation of energy.
- Objective 3. Encourage the development of renewable energy projects. The development of renewable energy project have the ability to reduce the consumption of imported energy sources if used within the region and when exported also support the overall mission of Southwest Minnesota.

Submit proposals to:

Annette Bair
Southwest Clean Energy Resource Team Coordinator
507.836.8547 ext 101
phydev@swrdc.org

West Central

Funding requirements:

No additional specific funding requirements.

Submit proposals to:

Lissa Pawlisch and Joel Haskard
University of Minnesota Regional Sustainable Development Partnerships Clean Energy
Resource Team Coordinators
(612) 624-2293 and (612) 625-8759
pawl0048@umn.edu and haska004@umn.edu