Energy Innovation Grant Program
2021 Application Instructions

Proposals Due: **January 14, 2022 by 4:30 pm CDT**
Date of Issue: October 15, 2021

Table of Contents

1. GENERAL INFORMATION 2
2. APPLICATION FORMAT AND PROCEDURES 9
3. APPLICATION CONTENT 12
4. APPLICATION SELECTION AND AWARD PROCESS 13
5. GRANT AWARD AND TERMS AND CONDITIONS 14
ATTACHMENT A - COVER SHEET 16
ATTACHMENT B – BUDGET SHEET 17
ATTACHMENT C – NEPA BOUNDED CATEGORIES APPLICABLE TO THE ACTIVITIES OF THE OFFICE OF ENERGY INNOVATION ("STATE ENERGY OFFICE") IN 2021 18

1. GENERAL INFORMATION

1.1. Introduction and Background

The Public Service Commission of Wisconsin's Office of Energy Innovation (PSC or Commission) is seeking applications for the Energy Innovation Grant Program (EIGP). The EIGP supports the mission of the Office of Energy Innovation (OEI) with a wide variety of energy related projects. Annually, the Commission determines the scope of the program, including eligible applicants and activities, which is discussed herein. The Commission has allocated up to a total of $10 million in grants for the 2021 round of the EIGP.

While these application instructions are made available during calendar year (CY) 2021, **Applicants should be aware that projects will have approximately one year for completion, beginning in CY 2022 and concluding in CY 2023** (See Section 1.7).

The purpose of this document is to provide interested organizations with information to enable them to prepare and submit an application for an Energy Innovation Grant.

1.2. Scope of the Program

1.2.1. Strategic Objectives

- To support innovative energy technologies that have the potential to serve as a model or better inform decision-makers on emerging trends in the energy sector.
- To help provide equitable access to the benefits of clean energy, efficiency, and preparedness by reaching broad applicant types. This includes applicants who may traditionally face barriers to adopting clean energy solutions and the benefits they provide, or whose communities may be disproportionately impacted by the negative effects of traditional fossil fuel and inefficient energy systems.

1.2.2. Eligible Applicants and Project Activities

1.2.2.1 Eligible Applicants

- Municipalities, Universities, Schools, Hospitals, and Like Entities (MUSH Market): cities, villages, towns, counties, K-12 school districts, tribes, municipal water and wastewater utilities, municipal electric utilities, municipal natural gas utilities, University of Wisconsin System campuses and facilities, Wisconsin Technical College System, public or nonprofit hospitals, and 501(c)(3) nonprofits.
- Manufacturers as defined by Wis. Stat. § 77.51(7h)[1]

[1] Wisconsin Stat. § 77.51(7h) provides:

(a) "Manufacturing" means the production by machinery of a new article of tangible personal property or item or property under s. 77.52 (1) (b) or (c) with a different form, use, and name from existing materials, by a process popularly regarded as manufacturing, and that begins with conveying raw materials and supplies from plant inventory to the place where work is performed in the same plant and ends with conveying finished units of tangible personal property or item or property under s. 77.52 (1) (b) or (c) to the point of first storage in the same plant. "Manufacturing" includes:

1. Crushing, washing, grading and blending sand, rock, gravel and other minerals.
2. Ore dressing, including the mechanical preparation, by crushing and other processes, and the concentration, by flotation and other processes, of ore, and beneficiation, including the preparation of ore for smelting.
3. Conveying work in progress directly from one manufacturing process to another in the same plant; testing or inspecting, throughout the manufacturing process, the new article of tangible personal property or item or property under s. 77.52 (1) (b) or (c) that is being manufactured; storing work in progress in the same

1.2.2.2. Eligible Project Activities and Maximum Grant Requests

An application **must be limited to one of the eligible activities**, up to the maximum grant request. Applicants **may submit one application per Activity** if seeking to undertake multiple separate projects.

All projects are **required to comply with the applicable Federal provisions of the American Recovery and Reinvestment Act (ARRA)** including Buy American provisions, Davis-Bacon and Related Acts (DBRA), Historic Preservation, and National Environmental Policy Act (NEPA) (See section 1.3).

- **Activity 1: Renewable Energy and Energy Storage – Maximum Grant Requests Shown Below**
  This includes host-owned projects to install a solar photovoltaic (PV) system, a renewable energy system other than solar PV, a standalone battery storage system, or a project that will combine a battery storage system with solar PV or another renewable energy system, including a microgrid.
  - **Renewable Energy Systems [other than PV Systems] - $500,000**
    Installation or upgrade of a biogas, biomass, geothermal, solar thermal, wind, or other renewable resource system.
  - **Solar PV Systems – $250,000**
    Installation or upgrade of a solar PV system.
  - **Energy Storage System - $250,000**
    Installation or upgrade of a battery storage system.
  - **Renewable Energy Systems with Energy Storage System- $500,000 (Solar PV) | $750,000 (all other Renewable Energy)**
    Installation of a battery storage system combined with installation or upgrade of a solar PV or other renewable energy system. Each of the combined components of a project in this category (renewable energy, solar PV, or energy storage) will be limited to the maximum grant request for that standalone activity shown above, the sum of which is not to exceed the respective maximum grant request provided for this category.

---

plant where the manufacturing occurs; assembling finished units of tangible personal property or item or property under s. 77.52
(1) (b) or (c); and packaging a new article of tangible personal property or items or property under s. 77.52 (1) (b) or (c), if the manufacturer, or another person on the manufacturer's behalf, performs the packaging and if the packaging becomes part of the new article as it is customarily offered for sale by the manufacturer.

(b) “Manufacturing" does not include storing raw materials or finished units of tangible personal property under s. 77.52 (1) (b) or (c), research or development, delivery to or from the plant, or repairing or maintaining plant facilities.

- **Activity 2: Energy Efficiency and Demand Response - $1,000,000**
  This includes projects to conduct building energy efficiency, process efficiency, demand response improvements, beneficial electrification, or any combination thereof.

  - **Building Energy Efficiency.** Reduction of electric and thermal (gas, fuel oil, propane, etc.) energy use in buildings via the installation of efficient building technologies and the application of building science and management techniques, such as more efficient lighting (interior or affixed exterior), improved heating, ventilation and air conditioning systems, and water conservation systems.
  - **Process Efficiency.** Improvement of the energy intensity of processes related to manufacturing, waste or wastewater treatment for example, by automation or other means. Projects may address unique needs of large energy users or others.
  - **Demand Response**. Installation of commercial demand response technology that reduces or shifts electricity usage during peak periods in response to time-based rates and/or demand charges.
  - **Beneficial Electrification**. Use of electricity for energy services that would otherwise consume fossil fuels (e.g. propane, heating oil, gasoline, diesel) in a way that reduces overall emissions and energy costs. [2]

- **Activity 3: Comprehensive Energy Planning – Single Applicants up to $50,000 | Multiple Applicants (Consortium) up to $100,000**
  This category will fund projects undertaking a number of planning efforts including comprehensive energy planning, electric vehicle planning, or a comprehensive energy audit.

  - **Comprehensive Energy Planning.** Plan that includes, at a minimum, evaluation of current energy use and sources for facilities and fleets, determination of the applicant's potential for generating energy locally, creation of goals for energy savings and generation. These efforts should include community-wide and stakeholder engagement, and public availability of the plan.
  - **Investment Grade Audit.** A comprehensive energy audit that seeks to identify all cost-effective investment opportunities through a combination of engineering analysis of energy-using systems and economic analysis of possible energy saving measures.
  - **Technology Transfer and Market Transformation Planning.** Plan relates to an applicant's efforts as it transitions a key component of its existing technology use, and may serve as a model for other entities in the applicant's sector. For example, a comprehensive plan that addresses fleet conversions and charging infrastructure to precede or complement an applicant's existing electric vehicle fleet.

[2] As adopted by the Wisconsin Energy Distribution and Technology Initiaitve (WEDTI) *Stakeholder Recommendations to Accelerate the Clean Energy Transition and Optimize the Energy System for the Benefit of All:* For electrification to be considered beneficial, it must meet one or more of the following conditions without adversely affecting the other two: 1. Saves consumers money over the long run; 2. Enables better grid management; and 3. Reduces negative environmental impacts.

Activity Summary Table

Activity	Maximum Grant Request
1. Renewable Energy and Energy Storage	See below
Renewable Energy Systems [other than Solar Photovoltaic (PV) Systems]	$500,000
Solar PV Systems	$250,000
Energy Storage System	$250,000
Renewable Energy Systems with Energy Storage	$500,000 (Solar PV) $750,000 (all other Renewable Energy)
2. Energy Efficiency and Demand Response	$1 million
3. Comprehensive Energy Planning	See below
Single Eligible Applicant	$50,000
Multiple Eligible Applicants (Consortium)	$100,000

1.2.3. Ineligible Project Activities.

- Build mass-transit systems or exclusive bus lanes, or for the construction or repair of buildings or structures.
- Purchase land, buildings, or structures, or any interest therein.
- Subsidize fares for public transportation.
- Subsidize utility rate demonstrations or state tax credits for energy conservation or renewable energy measures.
- Conduct research, development, or demonstration of energy efficiency or renewable energy techniques and technologies not commercially available, or purchase equipment for the conduction thereof. However, pilot projects and demonstrations of commercially available energy efficiency or renewable energy techniques and technologies are permitted.

1.3. American Recovery and Reinvestment Act (ARRA or Recovery Act) Provisions

As this program is Federally funded by ARRA, all projects are required to comply as applicable with Buy American provisions, Davis-Bacon and Related Acts (DBRA), Historic Preservation, and National Environmental Policy Act (NEPA). A brief summary of these provisions and available resources are below.

Please note, the following summaries are meant to provide general guidance and a starting point for applicants to understand project requirements under the ARRA. However, different and additional requirements may be applicable. The following summaries should not be considered legal advice.

1.3.1. Buy American Provisions [APPLICABLE ONLY TO PUBLIC BUILDINGS AND PUBLIC WORKS[3]]:

- The Buy American provisions of the Recovery Act require that all iron, steel and manufactured goods used in projects funded by the Recovery Act for the construction, alteration, maintenance or repair of a public building or public work be produced in the United States, with some exceptions.
- A Desk Guide to the Buy American Provisions of the American Recovery and Reinvestment Act of 2009: https://www.energy.gov/sites/prod/files/2016/07/f33/buy_american_desk_guide.pdf
- U.S. Department of Energy Buy American website: https://www.energy.gov/gc/action-center-office-general-counsel/faqs-related-recovery-act/buy-american

1.3.2. Davis-Bacon and Related Acts (DBRA):

- A Davis-Bacon "Related Act" will often include language further defining work that must be covered by the Davis Bacon Act prevailing wage requirements. The Recovery Act is an example of a DBRA statute. It requires that all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to the Recovery Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.
- The U.S. Department of Labor determines and sets the prevailing wage rates. Wages for specific locations by county and construction type can be found on https://beta.sam.gov/search?index=wd
- Desk Guide to The Davis-Bacon Act (including DBRA): https://www.energy.gov/sites/prod/files/2017/04/f34/DOE%20DBA%20Desk%20Guide%20Rev.%202.%20April%2010%202017.pdf
- U.S. Department of Energy Davis Bacon website: https://www.energy.gov/gc/action-center-office-general-counsel/faqs-related-recovery-act/davis-bacon

1.3.3. Historic Preservation

- For project activities that involve historical, archeological or cultural resources (includes listed and eligible resources over 50 years old or of cultural significance), a review of the undertaking may be required. However, a number of energy related activities have been previously identified that do not have the potential to cause effects on historic properties, even when historic properties may be present. They are covered by an existing programmatic agreement between the U.S. Department of Energy, the Wisconsin State Historic Preservation Office and certain State agencies.
- Wisconsin State Historic Preservation Programmatic Agreement: https://www.energy.gov/sites/prod/files/2014/01/f7/state_historic_preservation_programmatic_agreement_wi.pdf

---

[3] **Public building and public work** means a public building of, and a public work of, a governmental entity (the United States; the District of Columbia; commonwealths, territories, and minor outlying islands of the United States; state and local governments; and multi-state, regional, or interstate entities which have governmental functions). These buildings and works may include, without limitation, bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, pumping stations, heavy generators, railways, airports, terminals, docks, piers, wharves, ways, lighthouses, buoys, jetties, breakwaters, levees, and canals, and the construction, alteration, maintenance, or repair of such buildings and works. (Title 2 part 176.140(a)(2) of the Code of Federal Regulations)

Indian Tribe, Tribal Nations, Native Villages as well as their sub-parts, including bands, chapters and subsidiaries are also considered governmental entities for the purpose of determining if a project involved a "public building or public work", subject to the Recovery Act Buy American provisions.

1.3.4. National Environmental Policy Act (NEPA)

- Certain Applicants **must complete, and submit as part of the application,** an Environmental Questionnaire (EQ) for NEPA review and approval by the U.S. Department of Energy. An EQ is required if the project is beyond the scope of the "bounded categories" of the NEPA determination in Attachment C, whether because of size, technology, or placement. Applicants are encouraged to review the list of bounded categories early to determine whether this requirement will apply.
- Sample EQ: https://www.eere-pmc.energy.gov/PMCRecipient/EQ_Sample.docx

1.4. Communication and Frequently Asked Questions

Questions and Clarifications:

For the purpose of the 2021 Application Instructions, **all questions must be submitted in writing via email on** or before **December 10, 2021,** to:

Email Address:
OEI@wisconsin.gov

Subject Line:
Energy Innovation Grant Application Question

If an Applicant discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in the 2021 Application Instructions, the Applicant should notify the state immediately by emailing OEI@wisconsin.gov. The Applicant should describe the error and request modification or clarification of the application.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of the 2021 Application Instructions, revisions/amendments and/or supplements will be posted in a Frequently Asked Questions or errata document on the Public Service Commission of Wisconsin's Electronic Records Filing (ERF) system.

1.5. Subscriptions for Program Participation (NOTE: There is **no cost** to using these services.)

- **ERF Account and Subscription.**
  - Applicants must create an ERF account to upload application documents. Instructions for creating an ERF account are available here: https://apps.psc.wi.gov/ERF/ERF/documents/Creating%20an%20ERF%20Account.pdf. An "individual" account type is recommended; allow extra time if registering for a "corporate" account.
  - Applicants are encouraged to subscribe to **Docket # 9709-FG-2021** for automatic ERF updates. Click the "e-subscribe" icon on the PSC homepage (https://psc.wi.gov).
- **DUNS Account and System for Award Management (SAM) Registration.**
  - Applicants must obtain a Data Universal Number System **(DUNS)** number prior to receiving a grant award and are encouraged to do so as soon as possible and to provide the DUNS number with the application. A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated. Instructions for obtaining a DUNS number are available here: https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

- Applicants must register with **SAM,** which is a web-based (SAM.gov), government-wide application that collects validates, stores, and disseminates business information about intended federal grant recipients and other partners. Instructions for registering with SAM are available here: https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

1.6. Procuring and Contracting

The 2021 Application Instructions are issued by the PSC, which is the sole point of contact for the State of Wisconsin during the selection process. For information concerning the EIGP, contact OEI@wisconsin.gov (See 1.4 for instructions on submitting 2021 Application Instructions inquiries).

1.7. Schedule of Events

Listed below are the anticipated dates and times of actions related to this application process. In the event that the PSC finds it necessary to change any of the dates and times in the schedule of events listed below, it will do so by issuing a supplement to the 2021 Application Instructions consistent with 1.4.1.

DATE	EVENT
October 15, 2021	Date of issue of the 2021 Application Instructions
November 10, 2021	Webinar for Prospective Applicants
December 10, 2021	Last day for submitting questions and requests for clarification
January 14, 2022	Applications due by **4:30 pm CDT on Friday January 14, 2022**
February 2022 (TBD)	Screening committee evaluation
March 2022 (TBD)	PSC determination of 2021 Energy Innovation Grant Program Awards
Spring 2022	Contract negotiations and applicable next steps related to NEPA review, etc.
Spring 2022 – Spring 2023	Project performance period

1.8. Definitions

The following definitions are used through the application:

- Applicant means an organization submitting an application in response to this request for grant applications.
- Grantee means an Applicant awarded an Energy Innovation Grant.
- State means State of Wisconsin and includes the PSC.

1.9. Reasonable Accommodations

The PSC does not discriminate on the basis of disability in the provision of programs, services, or employment. Any person with a disability who needs accommodations to participate in this docket or who needs to obtain this document in a different format should contact the docket coordinator listed below. The PSC is located in the Hill Farms State Office Building that is also physically accessible to individuals with disabilities through the entrances on the first floor of the building. Parking for people with disabilities is available on the ground floor of the parking garage. There is also limited, free handicap visitor parking at the front of the Hill Farms State Office Building.

Please direct questions about this docket or requests for additional accommodations for the disabled to the PSC at (608) 261-6609 or OEI@wisconsin.gov.

2. APPLICATION FORMAT AND PROCEDURES

2.1. Application organization and format

The application should be typed and converted to pdf format. A handwritten application will not be accepted. Editable versions of the required attachments are available on the PSC website (https://psc.wi.gov/Pages/Programs/OEI/EnergyInnovationGrantProgram.aspx) and filed under **Docket # 9709-FG-2021** on ERF. The application should be assembled as follows:

- Application Cover Sheet (Attachment A). Fill in the information requested, provide the signature of the authorized representative, convert to a pdf and include as the first page of the grant application. NOTE: Do not use an electronic signature or otherwise lock or require permissions on the PDF to avoid compatibility issues in the ERF system.
- Application Budget Sheet (Attachment B). Complete the budget summary table provided in the excel file, use the text field to provide any additional information. Convert to a PDF and include as the second page of the grant application.
- The following pages of the application should be prepared in a profile format on 8.5" x 11" paper size, 1" margins, no smaller than 11 point font. The application must respond to the headings and subheadings in Section 3.3, 3.4, and 3.5 that are marked in bold font. Each response to a heading and subheading should be separated or otherwise clearly marked.
- (as applicable) If the Applicant is requesting confidential treatment of a portion of its application, then the Applicant must file both the original unredacted version and a second redacted version of their application via ERF.
- (as applicable) Environmental Questionnaire (See Section 1.3.4 and Attachment C).

2.2. Submitting the Application to ERF

The Applicant should convert the entire application to a single pdf and file the application with the PSC using the ERF system. To upload documents to the ERF system, you must be a registered user (it is only necessary to register once, ERF registration carries over year-to-year) (See section 1.5).

- From the Commission's website, https://psc.wi.gov/Pages/Home.aspx; log into the ERF system using your user name and password; then select 'ERF Upload;' then select 'Upload Document' from the options on the ERF webpage.
    - On the webpage entitled 'Upload Document', select 'Public' as appropriate; and select 'Existing Docket.' In the three fields for 'Docket ID,' enter the docket number: 9709-FG-2021. Select 'Check Docket.' If you have correctly entered the docket number, the ERF system will display the docket caption: '2021 Energy Innovation Grant Program (EIGP) Funded by a Grant Awarded by the Department of Energy, SEP-Formula, on July 27, 2009.'
    - On the first data entry line, select 'Browse' to choose the application document on your computer, select 'Application' for Document Type, and enter 'EIGP App [insert Applicant Organization Name] [Activity Type/Project Title]' for Document Description.
      Examples: "EIGP App Best Manufacturer Solar Project"; "EIGP App City of Beautiful Comprehensive Energy Plan". All applications will be electronically time-stamped when uploaded properly.

Applications are public unless otherwise specified. All applications will be posted on ERF under the docket number 9709-FG-2021 and will available for public inspection shortly after upon filing.

Applicants may request confidential handling of confidential information by submitting a second redacted copy. The filing must comply with the PSC's confidential handling requirements specified in Wis. Admin. Code § PSC 2.12 (See section 2.3).

Late applications will be rejected. Applications MUST be date and time stamped by the PSC's ERF system on or before **4:30 pm CDT on January 17, 2022**. Applications dated and time stamped in another office or submitted in another format will be rejected.

2.3. Designation of Confidential and Proprietary Information and Notary Officer Requirement

Applicants should refrain from requesting confidential status unless necessary, or from requesting confidentiality of the entire application or appendix thereto. Do not provide personally identifiable information. Avoid providing proprietary information unless necessary to describe the project activities. Where only a portion of the information is confidential, confidential status shall only be requested for that portion and not the entire document.

The Applicant must upload both a confidential version and a redacted public version of the application in accordance with the ERF system procedure for submitting a confidential document. Additional information is available in the Electronic Regulatory Filing System User Manual available here: https://apps.psc.wi.gov/ERF/ERF/documents/user%20manual.pdf

The applicant should be prepared in advance to respond to the following in Section 2 and Section 3 of the of the confidential upload procedure:

Section 2

Question 4: *There is a reasonable basis to conclude that the record, or portion of a record, is one of the following:*

- *The record contains trade secrets as defined in Wis. Stat. §134.90.*
- *The record contains information which would aid a competitor of a public utility in competition with the public utility making the request under Wis. Stat. §196.14.*
- *The record is an accident report under Wis. Stat. §196.72.*
- *The record is protected business information under Wis. Stat. §196.795(9).*

Question 5: *How the record satisfies number 4.*

Section 3

Execution of Section 3 of the confidential upload procedure satisfies the affidavit requirement under Wis. Admin. Code s. PSC 2.12, so that no traditional affidavit need be created, uploaded, or retained. **If a notary officer is not available to execute Section 3 of the confidential upload procedure, then the filing must include an affidavit attached to the beginning on the confidential version of the document that is the subject of the request.**

☐ Affidavit is attached to the beginning of the confidential document

If notary is available, complete the rest of this section.

Name of Affiant: _____

State of _____

County of _____

Subscribed and sworn to before me on 10/13/2021 (MM/dd/yyyy)

Name of Notary Officer: _____

Expiration Date: _____ (MM/dd/yyyy) : ☐ Permanent (No Expiration Date)

In addition, the Applicant is hereby notified that confidential handling of information in portions of its application is not a determination of confidential treatment by the PSC for purposes of Wisconsin's Open Records Law, Wis. Stat. §§ 19.31 to 19.39.

2.4. Multiple Applications

Including as provided in Section 2.5, multiple applications from a single Applicant are permissible. (See Section 1.2.2.2 Eligible Project Activities and Maximum Grant Requests). An applicant may submit one application per Activity.

2.5. Withdrawal of Application

An Applicant may withdraw an application in writing at any time up to the application closing date and time. To accomplish this, the Applicant must submit a written request to withdraw the application, and the request must be signed by an authorized representative of the Applicant and uploaded using the PSC's ERF system. If a previously submitted application is withdrawn before the due date and time, the Applicant may submit another application at any time up to the application closing date and time.

2.6. Right to Reject Applications and Negotiate Grant Terms

The PSC reserves the right to reject any application as filed, and negotiate the terms of the grant award, including the award amount, with any selected Applicant. If negotiations cannot be concluded successfully with an Applicant, as determined solely by the PSC, the PSC may withdraw its award offer.

2.7. Incurring Costs

Neither the PSC nor the state of Wisconsin is liable for any cost incurred by Applicant in preparing this application.

2.8. Notification of Award Decision

All entities and organizations that submit a grant application will be notified in writing of the PSC's decision whether to award the grant as a result of this process (See section 5).

2.9. No Appeal Process

The Applicant may have general remedies under other provisions of Wis. Stat. chs. 196 and 227 if the Applicant believes it is aggrieved by any final award determination. This provision is for information purposes only and is not a determination by the PSC that the Applicant has any protest or appeal rights with respect to the PSC's decision in this grant cycle.

3. APPLICATION CONTENT

An Applicant must include the following information in its application to be eligible for a grant and the application must demonstrate satisfaction of indicated requirements. Reference materials such as letters of support, quotes, maps, are allowable.

The evaluation of an application and selection of an Applicant for an award will be based on the information submitted in the application plus references. Failure to respond to each of the requirements in the application may be the basis for rejecting a response.

Unless at the request of the PSC, Applicants may not submit supplemental information after the deadline.

Elaborate applications (e.g., expensive artwork), beyond that sufficient to present a complete and effective application, are not necessary or desired.

3.1. **Application Cover Sheet** (Attachment A)

3.2. **Application Budget Sheet** (Attachment B)

3.3. **Application Executive Summary** (3 page limit) Use the executive summary to provide an overview of the proposed project.

- **Project Description.** Provide a description of the proposed project activities and outcomes.
- **Key Partners and Stakeholders.** Identify and provide the roles and responsibilities of any project partners or key stakeholder groups.
- **Project Objectives and Metrics.** Provide specific, measurable objectives that describe the desired results of the project. For each objective, identify metrics to measure its progress and success.
- **Reference Materials List.** Provide a list of any reference materials included.

3.4. **Application Narrative and Merit Review Criteria** (15 page limit, excluding reference materials). In the application narrative, provide additional project details that correspond to the merit review criteria.

3.4.1. **Eligibility and ability to achieve the objectives.** Provide the information required to demonstrate the eligibility of the Applicant and the acknowledgement of ARRA applicability to the project. Demonstrate how the Applicant's organizational and staff experience will assist them to achieve the objectives. Applicants may sub-contract activities. Any sub-contractors should be identified if known.

3.4.2. **Budget Justification and Cost Share ("Match")** Provide a cost basis for each line item on which costs were entered on Attachment B - Budget Sheet. Identify what costs or portions thereof are anticipated to be grant-funded or funded by the applicant's share of the project cost ("cost share" or "match").

Match is encouraged, but optional, and cannot include other federal funding. Matching fund sources should be identified, e.g. Focus on Energy funding, state, local, or private funds, tax incentives, etc.

3.4.3. **Savings and Payback.** Describe any expected savings associated with operations and maintenance and its impact on financial outcomes, labor, or other resources. As applicable, describe the expected payback from the grant activities and the methodology used to calculate it.

3.4.4. **Energy Savings and Environmental Impact.** Describe the effectiveness of the project in saving or producing clean energy in terms of kilowatts, kilowatt hours, therms, gallons of gasoline, etc. Applicants may access the EPA Greenhouse Gas (GHG) Equivalencies Calculator here: https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator to quantify emissions

reductions (carbon, other GHGs, etc.) associated with estimated project energy savings. Assertions of energy savings and emissions savings will be vetted through this platform by the screening committee.

3.4.5. **Equity and Energy Justice.** Equitable engagement of and benefit to communities of color, low-income communities, and other impacted communities that may be historically left out or disproportionately negatively affected by climate change and inefficient or traditional energy systems due to race, ability, income level, age, geographic region, language, or other factors; applicants may choose to demonstrate the impact of the proposed project on the aforementioned communities. Impact may be demonstrated through response to a particular need, direct engagement, jobs created, emissions avoided or other metric.

3.4.6. **Financial Leverage and Economic Impact.** Describe why EIGP funding is needed to move forward with the project, including the likelihood of the project to move forward with and without it. Provide additional description of the funds and investments that would be leveraged by an Energy Innovation Grant. For example, describe the economic impact of the project in terms of cost savings, job creation (direct or potential for future), overall stimulus to the local or state economy, etc.

3.4.7. **Existing Energy Planning Efforts.** Provide evidence of underway or existing energy planning and its impact on the likelihood of achieving success in the project. Applicants may list previous endeavors (e.g. ISO 50001, Energy Independent Communities planning) to illustrate their current or past efforts. (Links, references, and excerpts are preferred to large attachments).

3.4.8. **Energy Resiliency.** Describe whether the project impacts energy resiliency, the capacity to recover more quickly in the event of an energy outage. For example, explain the context within which your project adds to the resiliency of the applicant's facility, community, etc.

3.4.9. **Education and Awareness.** Describe, if it is, how the project is paired with a behavior modification program, curriculum development, process or operational improvement plan, or other educational or training component that would increase the likelihood of success of the project. Applicants may choose to discuss the potential for the project to serve as a model for other entities and any plans for education and outreach to increase awareness.

3.4.10. **Innovation.** Describe how the project is innovative in its use of technology, methodology, engagement of partners, impact to stakeholders, or some other element and whether it could be replicated by other organizations.

3.5. Reference Materials

3.6. Environmental Questionnaire (as applicable)

4. APPLICATION SELECTION AND AWARD PROCESS

A screening committee will conduct an initial review for eligibility, project merit evaluation and ranking for consideration by the PSC. The PSC will consider the applications and committee evaluation for the final award determination at one of its regularly scheduled open meetings. However, the PSC is not bound by the screening committee's merit evaluation and ranking. PSC staff expects the screening committee process to conclude in February, 2022 for award determinations by the PSC in Spring, 2022 (See section 1.7).

5. GRANT AWARD AND TERMS AND CONDITIONS

5.1. Grant performance Period and Funding

Unless provided otherwise in writing, any Energy Innovation Grant award will have a grant term beginning on the date the grant agreement is counter-signed by the Commission, and expiring automatically and without notice on the grant performance period end date identified in the grant agreement. All costs must be incurred during the grant performance period. Grant funds are issued in a single reimbursement payment upon project completion and receipt of a complete and satisfactory final performance report and request for reimbursement, which must include detailed supporting documentation for all costs. Final performance reports and reimbursement payments are due 90 days after the grant performance period end date. Projects that are completed early may submit final performance reports and requests for reimbursement early.

Except as otherwise provided in writing, upon expiration, any unused balance in a grant award account or purchase order will be reallocated to an appropriate reserve fund. A grantee may request a waiver of this expiration by filing such a request on the PSC's ERF system. A waiver request should provide an explanation for the project delay and a schedule for completing the project.

5.2. Reporting

5.2.1. State and Federal reporting requirements. Applicants will be expected to submit quarterly, final, and on-request, reports to the PSC on the activities, progress of the project, and grant costs to satisfy state and federal reporting requirements. Certain reporting requirements shall continue to be required post-disbursement.

5.2.2. American Recovery and Reinvestment Act (ARRA). Applicants will be expected to comply with the reporting requirements of the ARRA that impact wage rates, equipment sourcing, environmental impact reporting, and historic preservation.

5.3. Order Awarding Grants

The PSC will determine in writing which applicants will receive an Energy Innovation Grant in the current grant cycle by issuing an order awarding grants in the appropriate proceeding. The order and grant award agreement will specify certain terms and conditions that the PSC finds appropriate and necessary for the administration of the approved grant projects. The order will likely require that each approved grant applicant inform the PSC whether it accepts the grant award as ordered and described in a grant award agreement, including the amount of the grant award and the terms and conditions ordered by the PSC and provided in the grant award agreement. Failure of a grantee to comply with the PSC's order, including any terms and conditions specified or incorporated in the order or grant award agreement, may result in cancellation of an award.

5.4. Grant Award Agreement Compliance

The PSC reserves the right to incorporate State and Federal contract provisions into any grant award agreement negotiated with any organization submitting a response to this application. Failure of the successful Applicant to accept the obligations in a grant award agreement will result in cancellation of the award.

5.5. Termination of Grant Award

The PSC may terminate a grant award for any reason at any time at its sole discretion by delivering ten (10) days written notice to the Applicant/grantee. Upon termination, the PSC's liability will in no event

exceed the pro rata cost of the services performed as of the date of termination, plus expenses incurred with the prior written approval of the PSC. In no event will the PSC's liability exceed the total amount of the grant awarded to the Applicant/grantee. In the event that the Applicant terminates the grant award, for any reason whatsoever, such termination will require written notice to that effect and shall be filed by the Applicant on the PSC's ERF system not less than ten (10) days prior to said termination. If termination is delivered by Applicant, no grant proceeds will be dispersed and all costs and expenses incurred by the Applicant will not be reimbursed.

Public Service Commission of Wisconsin
Office of Energy Innovation
Energy Innovation Grant Program

ATTACHMENT A - COVER SHEET

SECTION I - Provide information summarizing the project proposal.		
Project Title:		
PSC Grant Request ($):	**Applicant Cost Share ($):**	**Project Total ($):**
Choose one Eligible Activity		
☐ Renewable Energy & Energy Storage	☐ Energy Efficiency & Demand Response	☐ Comprehensive Energy Planning
Acknowledgement of ARRA Applicability. Check all that apply. (See Section 1.3 of Application Instructions)		
☐ Buy American: Alteration, maintenance or repair of a public building or public work.		
☐ Davis Bacon and Related Acts: Use of laborers or mechanics employed by contractors and subcontractors.		
☐ Historic Preservation: Project involves historical (over 50 years old), archeological or cultural resources.		
National Environmental Policy Act (NEPA): Review the list of covered activities in Attachment C (also discussed in Section 1.3.4) of the Application Instructions. ☐ Environmental Questionnaire **is attached**. Project activity **is not** covered. ☐ No Environmental Questionnaire needed. Project activity **is** covered.		

SECTION II - Provide information for your organization, signatory, and primary contact for the project.				
Applicant Type:	☐ City	☐ Village	☐ Town	☐ County
☐ Tribal Nation	☐ Manufacturer		☐ K-12 School District	
☐ University of Wisconsin System	☐ Wisconsin Technical College System		☐ 501(c)(3) nonprofit	
☐ Municipal Utility (water, wastewater, electric, natural gas)	☐ Hospital (public or nonprofit)			

Name (on W-9)**:**	
Address (on W-9)**:**	
County or Counties Served by Project:	
DUNS Number or CAGE Code:	
NAICS Code:	
FEIN	

Authorized Representative/Signatory (Person authorized to submit applications and sign contracts)		**Primary Contact** (if different from Authorized Representative)	
Name:		**Name:**	
Title:		**Title:**	
Phone:		**Phone:**	
E-mail:		**E-mail:**	
Signature of the Authorized Representative			

ATTACHMENT B – BUDGET SHEET

https://psc.wi.gov/Documents/OEI/EIGP/EIGPAppBudgetSheet.xlsx

ATTACHMENT C – NEPA BOUNDED CATEGORIES APPLICABLE TO THE ACTIVITIES OF THE OFFICE OF ENERGY INNOVATION ("STATE ENERGY OFFICE") IN 2021

DOE has determined the following Bounded Categories of activities that are funded by SEP-ALRD-2021, or ARRA Financing Programs and/or funds repurposed from ARRA Financing Programs, are categorically excluded from further NEPA review, absent extraordinary circumstances, cumulative impacts, or connected actions that may lead to significant impacts on the environment, or any inconsistency with "integral elements" (as contained in 10 C.F.R. Part 1021) as they relate to a particular project:

Bounded Categories:

1. Administrative activities associated with management of the designated State Energy Office and management of programs and strategies to encourage energy efficiency and renewable energy, including energy audits.
2. Development and implementation of programs and strategies to encourage energy efficiency and renewable energy such as policy development and stakeholder engagement.
3. Development and implementation of training programs.
4. Development and implementation of building codes including inspection services, and associated activities to support code compliance and promote building energy efficiency.
5. Implementation of financial incentive programs including rebates and energy savings performance contracts for existing facilities; grants and loans to support energy efficiency, renewable energy and energy/water saving projects. All project activities funded under a financial incentive program must be listed within the Bounded Categories in this NEPA determination.
6. Funding commercially available energy or energy/water efficiency or renewable energy upgrades, provided that projects adhere to the requirements of the respective state's DOE executed Historic Preservation Programmatic Agreement, and are installed in existing buildings, and are limited to:
    a. Installation of insulation;
    b. Installation of energy efficient lighting;
    c. HVAC upgrades (to existing systems);
    d. Weather sealing;
    e. Purchase and installation of energy efficient or energy/water efficient home appliances and equipment (including, but not limited to, energy or water monitoring and control systems, thermostats, furnaces and air conditioners);
    f. Retrofit of energy efficient pumps and motors, for such uses as (but not limited to) waste water treatment plants, where it would not alter the capacity, use, mission or operation of an existing facility.
    g. Retrofit and replacement of windows and doors; and
    h. Installation of Combined Heat and Power System - systems sized appropriately for the buildings in which they are located, not to exceed peak electrical production at 300kW.
7. Development, implementation, and installation of onsite renewable energy technology from renewable resources, provided that projects are installed in or on an existing structure or within the boundaries of a facility and limited to:
    a. Solar Electricity/Photovoltaic - appropriately sized system or unit not to exceed 60 kWs.
    b. Wind Turbine - 20 kWs or smaller.
    c. Solar Thermal (including solar thermal hot water) - system must be 200,000 BTU per hour or smaller.
    d. Ground Source Heat Pump - 5.5 tons of capacity or smaller, horizontal/vertical, ground, closed-loop system.
    e. Biomass Thermal - 3 MMBTUs per hour or smaller system with appropriate Best Available Control Technologies (BACT) installed and operated.
8. Installation of fueling pumps and systems for fuels such as compressed natural gas, hydrogen, ethanol and other commercially available biofuels, (but not storage tanks) installed on the site of a current fueling station.
9. Purchase of alternative fuel vehicles.
10. Installation of electric vehicle charging stations installed on existing facilities.