

State of Michigan
Department of Licensing and Regulatory Affairs
Michigan Public Service Commission

Renewable Energy and Electrification Infrastructure Enhancement and Development Grant

RESPONSE DOCUMENT

Bidder Name: Leelanau County

ESTIMATED TIMELINE	
Issue Date	December 20, 2023
Inquiries Due (round one)	January 11, 2024
Reponses to Inquiries Posted	January 18, 2024
Inquiries Due (round two)	January 26, 2024
Responses to Inquiries Posted	February 5, 2024
Proposals Due	February 21, 2024
Proposals Posted Publicly	February 28, 2024
Public Comment Period End Date	April 12, 2024
Modified Proposals Due	April 29, 2024
Modified Proposals Posted Publicly	May 1, 2024
Anticipated Announcement of Grant Awards	September 2024
Anticipated Grant Start Date	November 15, 2024



PART III: WORK STATEMENT

A. Purpose

The purpose of this Request for Proposals (RFP) is to obtain proposals from businesses, nonprofit organizations, local units of government, and tribal governments, for the purpose of planning, developing, designing, acquiring, or constructing renewable energy and electrification infrastructure projects. The MPSC may consider awarding up to 10% of the funding available to planning grants. The MPSC welcomes all technologies, project sizes, and locations to apply, consistent with the language outlined in [Public Act 119 of 2023](#).

From the total amount of funding for grants awarded for electric vehicle fast-charging infrastructure, 25% of that total amount must be allocated for infrastructure that provides charging at a power level of 350 kilowatts or less and 75% of that total amount must be allocated for infrastructure that provides charging at a power level of more than 350 kilowatts.

NOTE: The MPSC reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of any and all proposals received as a result of this RFP.

B. Problem Statement

This grant will support renewable energy and electrification infrastructure enhancement and development projects.

C. Objectives

Prioritized infrastructure or planning projects funded hereunder will meet one or more of the [MI Healthy Climate Plan](#) goals, specifically to:

1. Commit to environmental justice and pursue a just transition
2. Clean the electric grid
3. Enable electric vehicle charging infrastructure and increase public transit
4. Repair and decarbonize homes and businesses
5. Drive clean innovation in industry
6. Protect Michigan's air, land, and water

D. Tasks

The tasks outlined below must be included in an application for either a renewable energy and electrification facility or program (infrastructure) grant or a renewable energy and electrification planning grant.

A. Renewable Energy and Electrification Facilities or Program Infrastructure Grant applicant(s) must include the following to be considered for an award:

1. Submit an impact study of the project that includes an analysis of the following:
 - a. Potential cost savings.
 - b. Environmental impacts. In calculating the carbon emission reductions, a life cycle approach utilizing the Greenhouse Gases, Regulated Emissions, and Energy Use in Technologies (GREET) Model developed by Argonne National Laboratory is preferred. Emission must be expressed in terms CO₂e (carbon dioxide equivalent).
 - c. Local economic benefits.

Note: A utility, at its sole discretion, may prepare a single impact study covering the utility's service territory that accounts for likely proposals, evaluates regional opportunities, and minimizes or eliminates the need for repetitive studies.

2. Submit details addressing how the proposed project will align with the governor’s MI Healthy Climate Plan.
3. Submit a detailed project timeline and Gantt chart. The estimated grant start date is November 15, 2024. Projects must be completed by August 15, 2026 for the portion of the project being funded by the grant.

B. Renewable Natural Gas (RNG) Infrastructure Grant applicant(s) must include ALL of the following to be considered for an award:

“Renewable natural gas” or “RNG” means methane derived from organic material and degradable carbon sources, including, but not limited to, carbon sources and materials sourced from municipal solid waste, plant materials, or food waste. Renewable natural gas injected into a pipeline for downstream use must meet pipeline quality specifications.

1. Submit an impact study of the project that includes an analysis of the following:
 - a. The project details, including the location of renewable natural gas and the proposed interconnection.
 - b. The cost estimates for the interconnection, metering, and gas conditioning equipment needed to connect to an existing pipeline system.
 - c. A summary of the environmental and health impacts of the project, including the forecasted emission reductions. In calculating the carbon emission reductions, a life cycle approach utilizing the Greenhouse Gases, Regulated Emissions, and Energy Use in Technologies (GREET) Model developed by Argonne National Laboratory is preferred. Emission must be expressed in terms CO₂e (carbon dioxide equivalent).
 - d. Any local economic impact from the RNG infrastructure development.
 - e. The end-use application for the RNG infrastructure with a focus on projects being used for opportunities in this state.
2. Submit details addressing how the proposed project will align with the governor’s MI Healthy Climate Plan.
3. Submit a detailed project timeline and Gantt chart. The estimated grant start date is November 15, 2024. Projects must be completed by August 15, 2026 for the portion of the project being funded by the grant.

C. Renewable Energy and Electrification Facilities or Program Planning Grant applicant(s) must include ALL of the following to be considered for an award:

1. Submit a narrative including all of the following information:
 - a. Explanation of what planning will be taking place and how the grant award will be spent.
 - b. Explanation of the future project(s) which the planning is being conducted for.
 - c. Detailed Timeline and Gantt chart for the planning to be conducted and the future project being planned for. The estimated grant start date is November 15, 2024. Planning must be completed by August 15, 2026 for the portion of the project being funded by the grant.
 - d. Potential impact to Michigan citizens and businesses, including how the planning grant applicant intends to engage affected or surrounding community members and stakeholders in planning and project design and/or implementation.
 - e. How the future project(s) the planning is being conducted for will align with the governor’s MI Healthy Climate Plan.
2. Identify potential funding sources to undertake construction of facilities or implementation of programs that a planning grant is being conducted for.

PART V: INFORMATION REQUIRED FROM APPLICANT(S)

Applicant(s) must submit one proposal. **Electronically submitted proposals must have a scanned signature or e-signature** and cannot exceed 15 MB.

Applicant(s) must provide responses to each section below. **The RFP Response Template document can be found on the [Renewable Energy and Electrification Infrastructure Enhancement and Development Grant webpage](#).** Be as descriptive as possible and answer each question in its entirety; some questions have multiple components. In your responses, provide a straight-forward, concise description of the applicant(s)'s ability to meet the requirements of the RFP.

Questions that do not apply should be answered "N/A."

A. Identification of Organization

Applicant will provide the following:

1. State the full name and address of the organization.
2. The organization's federal identification number.
3. The organization's telephone numbers.
4. What percentage of the organization is located in Michigan.
5. The organization's SIGMA ID number. Refer to Section I-B, Eligibility Requirements.
6. The organization's SIGMA ordering mail code Refer to Section I-B, Eligibility Requirements.
7. Name of the authorized signer(s) for any future grant agreements, their title, telephone number, fax number, and electronic mail address.

Bidder response:

1. **Leelanau County. 8525 E. Government Center Drive, Suttons Bay, MI 49682**
2. **EIN: 46-1385335**
3. **231-256-8100**
4. **100%**
5. **CV0053862**
6. **001**
7. **Ty Wessell, Chair, Leelanau County Board of Commissioners. 231-432-0066, twessell@leelanau.gov.**

B. Authorized Negotiator

State the name of one (1) contact person and their title, telephone number, fax number, and electronic mail address. The contact person must be authorized to be the negotiator for the proposed Grant Agreement with the State of Michigan.

Bidder response:

Ty Wessell, Chair, Leelanau County Board of Commissioners. 231-432-0066, twessell@leelanau.gov.

C. Project Summary

Please provide a project summary not more than 500 characters in length.

Bidder response:

Leelanau County will demonstrate its clean-energy commitment by constructing 400 kW of solar generation servicing the two main buildings at our government campus. It will defray an estimated 30% of the site's electricity use, save an expected \$41,000 in annual energy costs, and reduce CO2 emissions by [amount and time unit]. To inspire additional public/private solar investments, we will leverage the project to educate the community about the economic and environmental benefits of clean energy.

D. Method for Addressing the Problem

State in succinct terms how the applicant(s)'s proposed project will support renewable energy and electrification infrastructure enhancement and development. Refer to Section III-B, Problem Statement.

Bidder response:

Leelanau County's proposed project will "support renewable energy and electrification infrastructure enhancement and development" by:

- Installing and operating approximately 400-Kilowatts of grid-connected solar generation in two distinct locations at our government center campus; and
- Leveraging these highly visible solar installations to educate the public about the economic and environmental benefits of clean energy and inspire additional public/private investments in solar throughout the Leelanau Peninsula.

Project Context and Details.

In September 2023, the Leelanau County Board of Commissioners formalized County's commitment to serving as a clean energy leader and role model by creating the Energy Futures Task Force and empowering it to identify opportunities and facilitate implementation of energy efficiency and renewable energy in Leelanau County.

Consisting of 14 appointed members, including utility, agriculture, small business, homeowner, clean energy, and other stakeholders, the Task Force has established three workgroups: education and energy efficiency, clean transportation, and clean energy projects. Our proposed solar project is the first major initiative of the task force and its clean energy projects workgroup. However, it is just one component of a broader clean energy vision and comprehensive plan that we are now developing as a county.

Among the other initiatives that the Task Force is prioritizing and seeking to fund, we plan to complete a detailed energy audit of all county facilities and implement the energy waste reduction (EWR) measures it recommends (as resources permit). To begin implementation of this vital EWR work, we plan to seek a grant through the Department of Environmental, Great Lakes, and Energy's (EGLE's) Community Energy Management grant program.

In parallel to this effort, the Task Force's clean transportation workgroup plans to support the County in conducting an inventory/needs assessment of its vehicle fleet (now 100% ICE) and creating a long-range plan to fully transition to EVs as vehicles reach the end of their lifespans and available technologies match our vehicle uses, needs, and budget. To support County-owned EVs, we intend to install on-campus charging infrastructure that will serve visitors during the day and recharge County vehicles overnight.

Per our desire to show leadership and influence others in the clean energy transition, the Task Force will run a strong community education thread through all its projects. To that end, the County is providing dedicated space—virtually on its newly designed website and physically in the public lobby of our main Administration building—for the Task Force to highlight its clean energy initiatives and share news, case studies, facts and data. As described further below, we plan to fully leverage these spaces to promote our proposed solar energy system. In fact, the County's decision to lead with on-site solar reflects our overall desire to inform and inspire, as it provides a highly visible and tangible demonstration of the viability of clean energy and our commitment to it.

1. On-site solar energy generation. The Leelanau County government center campus consists of two major buildings, each larger than 60,000 square feet. The law enforcement center houses the main sheriff office, county jail, and 911 communications center. The second building houses the County's administrative departments, the 13th Circuit Court courtroom and offices, and additional space leased by non-governmental organizations. Together, these buildings use an average of 1.583 MW of electricity annually, resulting in utility costs of more than \$165,000 per year.

E. Continued

With a generous grant from the MPSC, the County will site solar generation at two locations on the campus. Approximately 200 kW will be installed via fixed, ground-mounted solar arrays that will consist of 370 panels and connect to the meter of the Administration building. A second 200 kW array consisting 1 will be installed over the parking area used for the County Sheriff Department's vehicle fleet. With the added benefit of protecting the now-exposed fleet from the elements, the carport solar will be connected to the meter of the law enforcement center.

As proposed, this project will provide approximately 30% of the electrical requirements of the campus, saving the County approximately \$41,000 per year on Cherryland Electric Cooperative bills. With traditional conservative estimates putting the lifespan of the solar panels at 25 years and new data suggesting their longevity may be a decade longer, the project is projected to save the County between \$1M and \$1.4M over its lifetime. Should electric rates go up over this period, the savings would be proportionately greater. Please see our attached Impact Study for a more thorough analysis of the expected benefits this project will deliver.

In addition to the design and installation of the solar energy system itself, our team has engaged a number of local partners who have agreed to make important contributions to the immediate implementation and ongoing operation of the project. For example:

- In addition to providing significant leadership in the design and development of this project through its expert networks, volunteers with Leelanau Energy, a local nonprofit that educates and advocates for clean energy, will provide project-management and oversight support to the County officials directing the project (please V-H Personnel and attached project organizational chart).
- Leelanau Conservation District and the county Michigan State University Extension office—both of which are housed at the County complex—have already enlisted a PhD horticulturist to assist with the soil analysis and design for a native plant and pollinator habitat to be established beneath the ground-mounted solar system. They also recruited a local chapter of the Master Gardener program to provide volunteer labor in planting and tending to the vegetation. While this element will make the project more visually appealing, its importance extends well beyond simple aesthetics. Given our agriculture-based local economy, we consider it vital to demonstrate that solar energy paired with native habitat is complementary of and compatible with our rural environment (unlike fossil fuel production).
- Cherryland Electric Cooperative, the electric utility serving the complex, has also joined our project as a formal partner. They will lend equipment and provide technical assistance in connecting the solar energy to the buildings, thus helping to control project costs, and play an advisory role in setting up the most advantageous rate structure possible for the completed project.

2. Public Education Program. With leadership from the Task Force and nonprofit partner, Leelanau Energy, our project will raise awareness about the economic, environmental, climate and other benefits of solar energy-and increase public support for further renewable energy deployment in our community- through the following activities (and additional efforts that our team will design/implement over time).

- **Public Lobby Display.** As mentioned above, the County has allocated a dedicated space in the public lobby of our main county building to the Energy Futures Task Force. In this prominent area, we will install visual displays and distribute written materials that tell the story of the solar

E. Continued

- environmental, climate, and public health benefits summarized in our Impact Study. As a centerpiece of this display, a large-screen TV (monitor) will show real-time production, cost-saving, and environmental impact data pulled directly from the on-site solar arrays. This educational display area will be programmed to promote the County’s broader clean energy and sustainability initiatives and explain how the solar project fits in our larger vision.
- Website. With Task Force support, we will also create and maintain dedicated pages on the County website for our clean energy initiatives. A specific page for our proposed solar project will feature the information described above for our public lobby display, including real-time solar system production and co-benefit data. It will also provide links to resources that help visitors take action in their personal lives to participate in the clean energy transition.
- Installation signage. Attractive, professional signage will be posted at both project locations with basic information on solar energy, details on the system and a QR code that will link users to the solar project webpage described above.
- Site tours and speaker series sessions. Our project team will engage local schools and other such institutions to offers tours of the site that will provide age-appropriate content to participants on how the system works, the community benefits it is delivering, how it fits into the County’s broader climate and sustainability plans, and why features like the native plant and pollinator habitat beneath the installation are important. The Task Force will also include solar energy and our on-site project as subjects in the clean energy public speaker series it recently launched.
- Media communications. Upon receipt and acceptance of the award, a press release will be issued to generate media coverage of the project. Similar press releases will continue through major project benchmarks up to and including the “ribbon cutting.” Fact sheets and other content will be provided and shared throughout the county (and beyond) for use in touting the project and its many financial and environmental benefits.
- In addition to these proactive public education initiatives, our proposed project—installed in highly visible locations on the property—will serve as a symbol and example of the clean energy transition to the thousands of people who visit the campus each year, including the 110 County and other employees who work at the site and the hundreds more who come each day for meetings, services, and other purposes.

E. Project Objectives

Explain how the applicant’s infrastructure or planning project will meet the goals of the MI Healthy Climate

Plan. Refer to Section III-C, Objectives. Also include any other identified project metrics that will be included in the project status reports as referenced in Section IV-B.

The MI Healthy Climate Plan (Plan) focuses on six pillars categories of climate actions that Michigan must take to achieve the state’s goals of “economy-wide carbon neutrality no later than 2050.” With corresponding short-term strategies for each category of action, the Plan also sets aggressive interim targets of reducing “Greenhouse Gas (GHG) emissions 28% below 2005 levels by 2025 and 52% by 2030.”

Leelanau County’s proposed MPSC-funded renewable energy and electrification infrastructure project is most closely aligned with the Plan’s “clean the electric grid” pillar. However, as part of the County’s broader clean energy vision and long-term plans, the project also contributes to the Plan’s pillars related to decarbonizing buildings, electrifying transportation, and protecting Michigan’s land and water.

A. Clean the electric grid. The Plan calls for our state to “generate 60 percent of the state’s electricity from renewable resources and phase out remaining coal-fired power plants by 2030.” As mentioned throughout this application, our proposed project will generate 400 Kilowatts of renewable solar power that will offset 30% of the County’s electricity use at its main campus buildings. The power that the proposed system will offset—and all the electricity the County uses at the site—is currently purchased from Cherryland Electric Cooperative. Per publicly available information on its web site, Cherryland’s current portfolio is 61% carbon free (41.3% nuclear, 19.1% renewable, 0.5% hydro) and 39% derived from carbon-based fuel sources. Given that mix, our project will replace 156 Kilowatts of power current generated by carbon sources—and 165 Kilowatts generated by nuclear power which creates hazardous wastes that need to be stored, managed, etc.—with clean, waste-free solar. As detailed in our Impact Study, replacing power generated by Cherryland’s resource mix with solar will result in commensurate benefits.

In addition to very directly contributing to “clean the electric grid” goals by generating solar power and offsetting fossil-fuel generation, our project will help the State overcome barriers to achieving its ambitious renewable energy targets related to siting and financing.

1. Siting. As the Plan emphasizes, “local siting challenges have been well documented as a limiting factor in Michigan’s path to reaching carbon neutrality.” Reinforcing the importance of siting, the very first of the draft Priority Climate Action Plan (PCAP) climate action measures that the State Office of Climate Energy (OCE) posted on February 2, 2024 for public comment includes: “improving siting for renewable energy and energy storage across Michigan.”

While its tourism, outdoor recreation, and related sectors have boomed in recent years—drawing vacationers and seasonal residents who make major contributions to its economy—Leelanau County has retained its rural character with a strong resource-based economy that remains deeply connected to our agricultural roots. Culturally, politically, and demographically, Leelanau County is the kind of community where the siting of significant solar (and wind) projects has been controversial in recent years.

Particularly with our planned emphasis on complementing our solar installation with visually pleasing native plant/pollinator habits, our project will help mitigate resistance to future solar investments on the peninsula by providing a highly visible demonstration of renewable energy’s strong compatibility with rural environs. And, as a recent article in The Washington Post noted, the most important factor that determined whether someone installed panels on their roof was whether their neighbor had them. A single solar rooftop project increases installations by nearly 50 percent within a half-mile radius. Solar contagion is very real. By setting an example, we hope to normalize solar in our community and inspire others to explore the possibility and ultimately follow our lead.

2. Financing. Another barrier to the rapid scaling up of solar energy in Michigan is popular misconceptions about its cost and lack of affordability. As the MPSC’s own studies have well documented over time, the unit cost of solar energy has dropped significantly over time. In reality, [Insert sentence from Douglas on the cost]. Reflecting these realities, our project will save the County between \$1M and \$1.4 million over the projected lifetime of our solar panels (per our Impact Study).

Inflation in the cost of energy over this period will increase lifetime project savings. In our community education and awareness work to promote our proposed project (see Section V-D for more details), our team will emphasize these financial benefits and provide information about the models, tools, and resources that residents and businesses can leverage to make investments in solar profitable for them.

Importantly, our project will stretch proposed MPSC grant dollars by incorporating the new elective- or direct-pay Investment Tax Credits (ITCs), which were created by the Inflation Reduction Act and enable tax-exempt entities like county governments to capture the value of renewable energy tax credits via a cash payment from the U.S. Treasury. To the extent that tax-exempt entities in Michigan take advantage of ITCs, our state will develop significantly more renewable energy per dollar of in-state capital invested and achieve the Plan's "clean the electric grid" goals at a lower overall cost to Michigan residents and institutions. To fuel that dynamic, Leelanau County plans to use our project's example to publicize the ITC opportunity to our peers across the state, such as our fellow members of the Michigan Association Counties, and to municipal and nonprofit stakeholders throughout the Leelanau Peninsula. That will include sharing our experience in filing for and receiving our expected ITCs and offering to provide assurance and guidance to those who are considering solar projects that will depend on the financial boost from the credits.

Again, as described throughout this application, the role modeling aspects of this project are important to our team. We believe that a project which successfully converts a significant proportion of energy usage at our government center campus to clean, solar energy will provide a tangible demonstration for other public and private entities to observe, follow and ultimately copy for their own operations.

B. Decarbonizing buildings and electrifying transportation. In addition to contributing to the Plan's "clean the electric grid" pillar, this project is part of the County's broader commitment to electrifying and decarbonizing its operations and otherwise advancing sustainability. As described above, the Energy Futures Task Force is providing Leelanau County leadership in developing plans and seeking funding for ongoing investments in reducing energy waste in our facilities (and eventually electrifying their space and water heat) and transition our 100%-ICE vehicle fleet to EVs—with sufficient on-site charging infrastructure—on a strategic path over time.

As we implement those plans in the years ahead, Leelanau County will play our part in the Plan's goals to "reduce emissions related to heating Michigan homes and businesses by 17 percent" and put "2 million electric vehicles on Michigan roads" by 2030. From our long-range perspective, we see our proposed solar project a foundational component of future investments in our building and vehicle electrification. As planned, the project will help ensure that more of the power used as we increase our electricity use through those building/vehicle strategies is clean and renewable and cheaper to the County per unit. Additionally, as we further electrify our operations and create more demand for electricity, having a proven, living model (our proposed project) will make it significantly easier to generate the political will and resources to expand the County's investment in solar in the years ahead. And with the partnership with Cherryland Electric that we are developing/strengthening through this project, we hope to identify rate structures and other financial models that will make a greater stake in solar for the County beneficial down the road (our current project which defrays 30% of our electricity use is scaled to optimize the financial advantages of solar given our current rates and rate structure, but we envision doing more as those and other dynamics evolve in the future).

C. Commit to Environmental Justice. Leelanau County as a whole is not an Environmental Justice or Justice40 community in MiEJScreen or the federal Climate and Economic Justice Screening Tool (CEJST), and we do not wish to overstate the extent to which our proposed project will contribute to the State of Michigan's Justice40 commitment and goals. However, there is stark income inequality in this area. In fact, 46 percent of households in Leelanau County are either below the federal poverty level or below ALICE threshold - meaning they do not earn enough to afford the basics where they live - and this number has been increasing. These residents will benefit from the cost savings and other benefits that our proposed project will deliver, relative to their share of the County's tax burden and the extent to which the ongoing regional solar development we hope to inspire provides them with jobs and other opportunities. This project also aims to develop and attract clean energy businesses and jobs to the

Iregion.

Additionally, this solar project will offset gas and coal power at Cherryland Cooperative, which comes from eight gas plants; and shares of the J.H. Campbell coal plant in Michigan, and the large coal plants near Cheshire, Ohio and Madison, Indiana - both of which are located in or adjacent to disadvantaged communities identified by CEJST, with high asthma rates, toxic concentrations in streams, and low income.

D. Protect Michigan's Land and Water. As mentioned throughout this application, we plan to incorporate native plant/pollinator habitat into our solar project to make it aesthetically pleasing and demonstrate its compatibility with the rural context in which it will exist. In the process of designing and implementing that habitat, we will model soil health and plant-life selection strategies that enhance carbon capture and stormwater management over time. While this aspect of our project is not scaled to deliver significant measurable environmental/climate impacts, it is another opportunity for the County to role model important climate measures and inspire our fellow community members to follow our lead.

Project metrics will include:

- Project Milestones – Percent (%) completion of the project objectives
- Project Progress – A brief outline of the work accomplished during the reporting period and the work to be completed during the subsequent reporting period(s).
- Noteworthy Accomplishments – Identify and describe any milestones reached or noteworthy accomplishments completed during the period.
- Delays – Brief description of problems or delays, real or anticipated, which should be brought to the attention of the MPSC Grant Administrator.
- Attachments and Other Materials – Provide project materials developed and implemented during the reporting period (e.g. newspaper articles, newspaper advertisements, forms, brochures, announcements, studies, reports, analyses, audits, etc.).

F. Work Plan

Provide a detailed work plan based on the requirements outlined in Part III-D Tasks. The applicant's impact study must be attached to the application. If applicant is applying for a Planning Grant, the Planning Narrative should be described in this section.

Bidder response:

The requirements outlined in Part III-D for a “Renewable Energy and Electrification Facilities or Program Infrastructure Grant” are listed below with an indication of where each is addressed in this application. Our detailed work plan follows this list of requirements.

1. Submit an impact study of the project that includes an analysis of the following: a. Potential cost savings. b. Environmental impacts. c. Local economic benefits. The impact study for Leelanau County’s proposed 400 Kilowatt solar energy installation at our government center campus is attached to this submission as a separate document, entitled “Leelanau County_RE_EIED application_IMPACT STUDY_February 2024.”
2. Submit details addressing how the proposed project will align with the governor’s MI Healthy Climate Plan. Details on how Leelanau County’s proposed project aligns with the governor’s MI Healthy Climate Plan are detailed in Section V-E. Objectives.
3. Submit a detailed project timeline and Gantt chart. A detailed project work plan for Leelanau County’s solar energy project is provided below.

A project timeline is attached to this submission as a separate document, entitled “Leelanau County_RE_EIED application_PROJECT TIMELINE_February 2024.”

A Gantt Chart, which provides a visual/graphic summary and a more detailed timeline, is attached to this submission as a separate document, entitled “Leelanau County_RE_EIED application_GANTT CHART_February 2024.”

The WORK PLAN for this project will be divided into several components based on the category of tasks and individuals or teams who will be responsible for those tasks.

PROJECT MANAGEMENT

1. Receive notice of MPSC Grant Award
2. Leelanau County Board of Commissioners formally accepts award and signs off on required contract.
3. Activate staffing structure, hold kick off meeting.
4. Confirm relationships with external partners/stakeholders, including Cherryland Electric and MSU Extension as described in Section V-D Methods, and hold initial project informational meeting with them.
5. Finalize project plan details and execute contract with solar installation vendor.
6. Schedule and facilitate kick-off (and subsequent monthly) meetings with internal project leaders, the solar contractor, utility, and all impacted county departments and operations.
7. Ongoing project management tasks, coordination with County team, all contractors, subcontractors, vendors and volunteers.

FINANCIAL MANAGEMENT

1. Establish and implement programmatic and financial tools, procedures, accounts.
2. Initiate monthly financial status reports (FSR) to MPSC grant administrator.
3. Continue monthly FSR's to MPSC grant administrator.
4. Interim Project Status Report due each six months.

MEDIA RELATIONS & PUBLIC EDUCATION

1. Collaborate with MPSC to notify the public/media of the grant and the County's plans for proceeding with the solar installation.
2. Convene team members who will lead and implement the educational programming described in Section V-D.
3. Relevant team members continue to prepare materials for educational programming.
4. Complete and publicly launch the dedicated project pages on the County website, public display in the Administration building lobby, and signage at the solar array.
5. Coordinate with MPSC and local officials to plan and hold a public ribbon cutting for the solar energy project, including a tour of the array itself and a public event in the lobby of the Administration building where the project's public display will be unveiled.
6. Update website, public display and other educational materials to highlight the addition of the native plant/pollinator habitat.
7. Engage schools and other interested community groups throughout the County and schedule/host site tours and programs.
8. Engage community organizations to offer and seek to fulfill speaking engagements.
9. Continue to update/refine project website, public displays and other educational materials.

SOLAR CONTRACTOR

1. Obtain necessary permits and interconnection approvals for the solar installation.
2. Begin construction, System #1, Admin Building.
3. Complete construction, System #1, Admin Building.
4. Test and verify System #1 performance & data links.
5. Begin construction, System #2, Jail Building.
6. Complete construction, System #2, Jail Building.
7. Test and verify System #2 performance & data links.

MISCELLANEOUS SUBCONTRACTORS & VENDORS

1. Complete all necessary site preparation.
2. Install data link from solar sites to IT office in Admin Bldg.
3. Install Computer monitor for data visualization in bldg lobby.
4. Install and test energy generation public viewing system.

VOLUNTEERS

1. Convene planning sessions for volunteers who are committed to designing, planting and tending the native plant/pollinator habitat at the installation.
2. Complete the site work for the native plant/pollinator habitat. Install at appropriate time and weather for particular plantings.
3. Continue maintenance and plantings of native plant/pollinator habitat. (Ongoing project)

Applicant must include a timeline and Gantt chart. Please attach as a separate document if necessary.

G. Management Summary

- (1) Describe management procedures that will be used by the organization to complete the proposed project.
- (2) Describe the organization's quality control measures, including measures for ensuring compliance as well as eligibility determination. In your description, include information regarding separation of duties.
- (3) Selected applicant(s) must provide fiscal control and financial accounting procedures that will assure that grant funds will be accounted for and properly dispersed in a way that will allow the Issuing Office to clearly review and verify all grant related expenditures. Describe the organization's internal control policy:
 - Identify the type of accounting system/software the organization will use to account for grant funds.
 - Identify how duties will be separated.
 - Describe how the organization will account for grant funds, i.e., will grant funds be placed in a separate bank account, will the grant funds be assigned a unique code(s) within the organization's overall accounting system. Ensure funds are maintained in a non-interest-bearing account.
 - Indicate whether internal and external audits of the organization's operations are performed on an annual basis. Selected applicant(s) must provide a copy of the organization's most recent audited financial statement as well as a copy of the organization's most recent single audit as required by OMB Circular 200.36.
- (4) Describe your agency's data security plan.

Bidder response:

1. For the management of awarded funds we will use the existing County financial management structure and experienced staff professionals who handle the management of our annual budget, currently over \$16.5M. Our Treasurer and staff manage revenues, our Finance Director and staff manage all expenditures.

2. In managing day to day operations of a \$16M+ organization, roles and responsibilities are clearly delineated and have been functioning well for many years as evidenced by successful annual audits performed by an independent 3rd party professional firm.

3. Leelanau County uses Harris Financials software. Our Finance director and staff will handle grant expenditures. Our Treasurer and staff will handle intake and placement of grant funds in appropriate accounts all of which will have an assigned unique identifying code in the County accounting system. As necessary, unique non-interest bearing accounts will be utilized.

Leelanau County is audited annually by an outside firm through a contractual relationship. When we receive over \$750,000 of federal funds, then a second "single audit" is automatically done. Our last single audit, dated 2012, is attached as Leelanau County_RE_EIED application_SINGLE AUDIT_February 2024. We will be subject to both our regular annual audit and a single audit for 2023.

4. Leelanau County deploys zero trust endpoint security provided by our Managed Service Provider – Safety Net. Safety Net manages network security. All workstations and servers have updated endpoint security protection. User accounts require complex passwords of a 10-character minimum, changed every 90 days. Email accounts require multi-factor authentication. Cyber Security phishing training is ongoing weekly.

H. Personnel

Selected applicant(s) must be able to staff a project team that clearly possesses skill and experience relative to the project.

- 1) Applicant(s) must identify the authorized contact person and key personnel to be involved with this project by name and title and provide a brief summary of their experience, qualifications, and the work to be performed.
- 2) If other organizations will be playing a role in the proposed project, provide sufficient background information that will give the MPSC a reasonable understanding of each organization's qualifications.
- 3) Include a detailed organizational chart including names, titles, and geographic location of all individuals that will contribute to the project.
- 4) If personnel or other organizations have signed a confidentiality agreement, attach a copy along with a list of personnel and the date that the confidentiality agreement was signed.

Bidder response:

1. Authorized contact person and key personnel. Reflecting the fact that the Leelanau County Board of Commissioners will hold the ultimate responsibility for project implementation, our authorized signer(s) (as listed above in Section V-A) are Ty Wessell, Chair, Board of Commissioners, 231-432-0066, twessell@leelanau.gov

Under the oversight of Mr. Wessel and his fellow Board of Commission members, our project will be coordinated and managed through the County's existing governmental management structure.

The current Leelanau County Administrator has recently announced she will exit County service. The severance is friendly and on good terms, and she has offered to be available to assist with transitioning to the next office holder. Understanding the natural attrition that occurs in governmental positions, and the time required for an executive search, candidate interviews etc., it is impossible for us to offer any detail on with whom or when this position will be filled.

County Finance Director Cathy Hartesfelt, County Treasurer John Gallagher, County Facilities Director Jerry Culman, are the remaining executive-level county officials who will serve on our Project Leadership Team, ensure project activities are well coordinated across departments, and carefully monitor grant compliance in their organizational jurisdictions.

The above three department directors will be joined on the Project Leadership Team by two members of the Leelanau County Energy Futures Task Force: Joe DeFors and Russ Packard. As mentioned throughout this application, the recently appointed Leelanau County Energy Futures Task Force has provided the impetus and strong leadership behind the development of our proposed project and MPSC application. In particular, Packard and DeFors have provided background research, task organizing, and stakeholder engagement support to evaluate options and secure preliminary bids for on-site solar generation. They have also cultivated relationships with Cherryland Electric, MSU Extension, the Conservation District and other project partners, and pulled together key pieces of this MPSC proposal. As long-standing advocates for clean energy in the Leelanau community, they also possess networks of organizations and organizational leaders who will continue to be useful and called upon during project completion.

To ensure day-to-day, hands-on management of the project we have engaged Mr. Ben Purdy in the role of Project Manager. This position would be responsible for day to day oversight of all project details including the accomplishment of all project goals and deliverables, on time and within budget. Mr. Purdy has agreed to accept this role pending an award announcement. We consider him the prototypical or ideal candidate for the job. He brings nearly 20 years of hands-on experience in project and facilities management. Most recently, he served as the Leelanau Township Director of Facilities, overseeing maintenance and capital improvement projects at the Township's numerous properties. Prior to this, he spent more than ten years with the Grand Traverse Conservation District, ending as their Parkland Program Coordinator. In this role, he liaised with local, state, tribal, and nonprofit entities to manage over 3,000 acres of public parkland. He maintains working relationships with EGLE, USDA-NRCS, local Conservation Districts and county Erosion Control and Building Code offices. See attached bio for additional detail. In a relationship established for this project, Mr. Purdy will be brought under the employment of 5 Lakes Energy. Greater detail on this arrangement is found in item #2

2. Other organizations that will play a role in the project as well. Again, we have established partnerships with Cherryland Electric, MSU Extension, and other stakeholders who have committed in-kind services to our proposed solar energy project (see Section V-D. Method for details). In addition to those volunteer participants, the solar development firm we ultimately select to construct/install our solar project will play a highly significant, compensated role. While we will follow the MPSC’s competitive bid guidelines in selecting that contractor in the early weeks of our grant period, companies that responded to our pre-application call for preliminary or conditional bids include Harvest Solar, Peninsula Solar, and CBS Solar. Based on engagements with those three firms, we have high confidence in the options that will be available to fill that pivotal role with a high quality service provider.

Finally, as mentioned above, 5 Lakes Energy (5LE) will support this project with contract program management services. Since 2010, it has served as one of Michigan’s top climate and clean-energy consulting firms. Of particular relevance to the role it will play in our proposed project, it provides executive director and other services to trade associations in its field, including the Michigan Energy Efficiency Contractors Association and Michigan Municipal Association of Utility Issues. 5LE also founded the Michigan Energy Innovation Business Council, led it for many years, and continues to provide it with communications, policy, and regulatory support.

3. Organization chart. A detailed project organization chart, which reflects the above personnel narrative, is attached to this application as “Leelanau County_RE_EIED application_ORGANIZATION CHART_February 2004.”

An additional support document is offered to further expand on the project vision, financial advantages and scope: Leelanau County_RE_EIED application_PROJECT OVERVIEW_February 2024

4. Confidentiality agreement. Not applicable. No personnel or other organizations have signed a confidentiality agreement related to Leelanau County’s proposed solar energy project.

I. Budget

To enable the MPSC to evaluate all project costs, applicant(s) will submit a proposed budget and corresponding budget narrative. Please see Attachment A for the required budget format. The budget and narrative must include only Renewable Energy and Electrification Infrastructure Enhancement and Development Grant Program funds in the budget; do not include matching, leveraged, cost share or any other type of supplemental funds. The budget narrative must identify the budget line item and number, provide a detailed description for each line, and include individual unit prices.

Selected applicant(s) will be required to provide supporting documentation for all grant expenditures incurred during the term of the grant. Accounting records must be supported by source documentation including, but not limited to, general ledgers, time sheets, payroll registers, invoices, check copies and bank statements, or cancelled checks. Expenses will be verified based on actual expenditures incurred within the grant period that are supported by source documentation, not budgeted amounts.

- 1) **Budget Changes** – Any changes to the budget must be pre-approved by the MPSC Grant Administrator. Changes in the budget of less than 5% of the total line item amount, or \$2,000 (whichever is greater), do not require a formal amendment; however, a revised budget should be submitted to the MPSC Grant Administrator for approval. The allowable transfer should be calculated as less than 5%, or \$2,000 (whichever is greater), of the total line item that the funds are being transferred from.

Cumulative changes in the budget equal to or greater than 5% of the total line item amount, or \$2,000 (whichever is greater), may be permitted only upon prior review and written approval by the MPSC Grant Administrator. A formal grant amendment must be signed by both the Grantor and Grantee.

- 2) **Disallowed Costs** – Disallowed costs include but are not limited to the following: sick pay, vacation pay, holiday pay, bonuses, overtime, tuition reimbursement/remission, vehicle allowance, seminars, conferences, meetings, subscriptions, dues, and memberships.
- 3) **Administrative Costs** – Administrative costs cover expenses related to general administrative functions and coordination of functions and oversight directly related to the Renewable Energy and Electrification Infrastructure Enhancement and Development Grant Program administrative functions. Administrative costs should include costs of goods and services required for administrative functions of the program; travel costs incurred for official business in carrying out administrative activities or the overall management of the Renewable Energy and Electrification Infrastructure Enhancement and Development Grant Program; costs of information systems related to administrative functions; and contractual services related to sub-recipients or vendors that are solely for the performance of administrative functions. **Total direct administrative costs must be identified and labeled clearly.**
- 4) **Budget Requirements** – The proposed budget will display three (3) headings identified as the: Line Item, Budget Category, and Total Grant Request. The budget line items that need to be included, at a minimum, are listed below. The budget should reflect the best estimate of actual costs using whole numbers. Please refrain from using decimals or formulas. Refer to the budget example provided in Attachment A.
 - **Personnel** – In the budget, include the name, job title, and salary for each staff position to be paid for by the grant. Time sheets and payroll registers must be submitted for each staff position, and hours worked must be grant related. Fringe benefits may not exceed 35% of each employee’s salary. Fringe benefits will be reimbursed based on actual expenditures per employee up to 35%, not on budgeted amounts. Allowable benefits include: health, dental, and optical insurance, employer-paid Social Security and Medicare tax, Michigan and Federal unemployment tax, and other miscellaneous fringe benefits (life insurance, long- and short-term disability insurance, worker’s compensation, and retirement program contributions up to 4%). Within the budget narrative, applicant(s) must provide details on the organization’s method of calculating fringe benefit expenses that will be charged to the grant including whether fringe benefits are calculated on an annualized basis or based on the length of the grant term.

The budget narrative must include the number of weeks the individual will work on the grant; number of hours per week a full time employee of the organization is expected to work; a description of the work to be performed by each individual; the estimated hours to be worked; actual pay rate; the fringe benefit percentage being charged to the grant for each employee; the percentage of the employee’s time allocated to the grant; whether each employee is salaried-exempt, salaried-non-exempt or hourly; and any other applicable information related to the individual’s duties and responsibilities in connection with this grant.

Individuals that are not on selected applicant(s)’s payroll, e.g., independent contractors, individuals receiving a Form 1099, temporary workers, etc., must be placed under the Contractual Services budget category. Only employees on the selected applicant(s)’s payroll should be included in the Personnel budget category.

- **Supplies, Materials, and Equipment** – Specify item(s) and cost. The budget narrative should include the anticipated cost of each item, a detailed explanation of the item’s purpose, and how it relates to the project being funded. Be as detailed as possible.
- **Contractual Services** – These services must be competitively bid. Individuals that are not on selected applicant(s)’s payroll, e.g., independent contractors, individuals receiving a Form 1099, temporary workers, etc., must be placed under **Contractual Services**. When competitive selection is not feasible or practical, the selected applicant(s) agrees to obtain the

written approval of the MPSC Grant Administrator before making a sole source selection. Selected applicant(s) must provide a copy of contracts, memoranda of understanding or agreements signed by selected applicant(s) and contractors.

Selected applicant(s) assumes responsibility to select subcontractors on a competitive basis. A minimum of three (3) bids must be solicited and proposals must include, at a minimum: (1) name of selected applicant(s), grant number, and grant period; and (2) the type, number, and description of projects as described in the proposal.

Selected applicant(s) must provide the MPSC Grant Administrator with the solicitation, list of vendor responses (including amounts), and name of the selected vendor. Selected applicant(s) must maintain bids on file at their place of business according to Section II-H, Records Maintenance, Inspection, Examination, and Audit. The MPSC Grant Administrator will reserve the right to request a copy of all bids for services that are competitively bid.

Selected applicant(s) must award the project to the lowest bid unless the MPSC Grant Administrator has given prior written approval for selection of a higher bid. Selected applicant(s) must provide a written justification for the selection of a higher bid. When awarding subcontracts, the selected applicant(s) must ensure that preference is given to products manufactured in or services offered by Michigan-based firms.

- **Other Expenses** – This category is solely for use by organizations charging a per-case fee for work performed by subunits or internal agencies within the organization that do not require a competitive bid, i.e. contract, memorandum of understanding or any other type of signed agreement.
- **Indirect Costs** – Indirect costs are costs not directly or specifically related to the grant program. Indirect costs are costs of administering the organization and must be spread over a number of products, services, or grant programs proportionately. Examples include office supplies and equipment, utilities, rent, maintenance and repair, insurance, accounting and bookkeeping services, and legal services. Non-cash expenses like depreciation, amortization, and depletion are not allowable indirect costs under this grant. **Total indirect costs must be identified, labeled clearly, and may not exceed an amount equal to 10% of the total direct costs.**

Selected applicant(s) will be reimbursed for its proportional share of indirect costs. This means the MPSC should be allocated a portion of the selected applicant(s)'s indirect costs and not 100% of the organization's total indirect cost.

Indirect costs should be displayed on the face of the budget on a single line item and the indirect rate should be rounded to six (6) decimal places. The budget narrative should contain a list of indirect costs, how the selected applicant(s) determined its indirect costs, and the percentage rate calculation for reimbursable indirect costs. Selected applicant(s) is not required to provide documentation supporting indirect costs; however, documentation verifying the costs must be retained by the selected applicant(s).

Indirect costs should be displayed on the face of the budget on a single line item and the indirect rate should be rounded to six (6) decimal places. The budget narrative should contain a list of indirect costs, how the selected applicant(s) determined its indirect costs, and the percentage rate calculation for reimbursable indirect costs. Selected applicant(s) is not required to provide documentation supporting indirect costs; however, documentation verifying the costs must be retained by the selected applicant(s).

- 5) **Grant Expenditure Guidelines** - To ensure efficient review and approval of grant expenditures, selected applicant(s) will be provided additional guidelines to assist with calculating and determining accurate and appropriate grant expenditures.
- 6) **Budget Subtotal** - Each budget category should have a subtotal displaying the total anticipated amount to be expended, and the budget should include a subtotal for total direct project costs and a sum of total project costs.

- 7) **Travel** - In the event that any necessary travel is anticipated, all expenses must be reflected in the applicant(s) hourly rate.
- 8) **Budget Modifications** - After grants are approved by the MPSC, modifications of proposals and budgets may be necessary. If the MPSC does not approve the total amount requested in the original proposal, selected applicant(s) will be required to submit a revised proposal, budget and budget narrative for the purpose of entering into a Grant Agreement. New line items to the revised budget are not allowed.
- 9) **Unexpended Grant Funds** - Selected applicant(s) assumes the responsibility of ensuring all unexpended grant funds are returned to the State of Michigan at the end of the grant period. Failure to do so may render selected applicant(s) ineligible for future grant awards and/or subject to legal action.
- 10) **Commingling Grand Funds** - Selected applicant(s) may not commingle grant award funds with current or future grant awards. All funding sources must be managed and accounted for separately.

Bidder response: Templates provided for the Budget and Budget Narrative are completed herein.

Additional comments:

We would add that Leelanau County has worked hard to establish partnerships and relationships with organizations that have already, and will continue to add value to this project and whose in-kind services will help mitigate project costs. Specifically:

Cherryland Electric Cooperative. Has agreed to come on as a formal project partner. In a practical assist, they have agreed to provide manpower and equipment to assist with running the main power cable from each solar site back to the building electrical connection. Depending on distance, this can be an expensive component of total project cost that will be in part or wholly mitigated. They have also agreed to act as a consultant at the conclusion of the project to assist the county with finding the most advantageous rate structure possible for the new governmental center electric system.

Budget savings potential of this relationship: potentially tens of thousands of dollars in manpower and equipment costs saved.

MSU Extension Service. <https://www.canr.msu.edu/leelanau/county-extension-office>

Among others, have a PhD Horticulturalist on staff who has already provided consultative assistance with the design and selection of appropriate plant materials for the proposed native plant/pollinator habitat to be placed beneath the ground mount solar system. They have agreed to continue this relationship into and beyond project completion to assist with monitoring and maintenance of the plantings through their work with the local Master Gardener program.

Budget savings potential of this relationship: Dollar equivalent of the value of PhD level consultation services.

Leelanau County Conservation District. <https://www.leelanau.org/#/>

Has already provided consultative assistance on the native plant/pollinator habitat to be placed beneath the ground mount solar system. As well they own equipment that can be provided without charge for volume planting of seeds that will help mitigate project costs.

Budget savings potential of this relationship: Dollars saved by avoiding subcontracting manpower and equipment for seed planting.

Leelanau Energy. <https://www.leelanauenergy.org/>

A nonprofit founded in 2008 that educates and advocates for energy efficiency and renewable energy throughout Leelanau County. They have had significant and central involvement in a variety of clean energy projects county wide. Among their members and organizational relationships there is a wide variety of knowledge and experience that has already been shared to positively impact this project and they promise, will continue to be available.

Budget savings potential of this relationship: Not quantifiable.

J. Current and Prior Experience and Funding Disclosure

Current and prior experience is important to the selection process. Proposals submitted by applicant(s) should include:

- 1) A description of the organization's experience in conducting the type of work proposed. Include current activities and activities for the previous ten years. Include project results.
- 2) If applicant(s) received a similar grant award from the State of Michigan in prior years for the type of project proposed, provide a summary of project accomplishments. Include a plan for addressing and

resolving past problems.

- 3) Current funding source(s) and the level of funding for the current year and the previous ten years.
- 4) If additional dollars beyond these grant funds are being used for this project, indicate the source and amount.
- 5) If applying for a planning grant, identify potential funding sources (both internal and external) that are secured to undertake construction of facilities or implementation of programs that a planning grant is intended to identify.

Bidder response:

1. Over the last decade Leelanau County has written for, received and managed a variety of grants that collectively total \$8,660,905. Several fall under our brownfield redevelopment work (total \$2,050,000), others include housing grants (\$3,663,949), with a variety of other smaller grants making up the balance.
2. N/A. No prior or similar grant has been received from the State of Michigan.
3. Revenue sources: Primarily taxes, also land lease to national park, licenses, penalty fees, and other sources common to County government. 2024 approved budget \$16,539,326; 2023 \$17,775,640; 2022 \$14,858,854; 2021 \$14,137,187; 2020 \$13,526,898; 2019 \$13,734,235; 2018 \$13,391,584; 2017 \$12,729,567; 2016 \$13,111,824; 2015 \$13,355,395; 2014 \$12,458,310.
4. No additional dollars beyond requested grant funds will be required for this project. However, as mentioned above, for other task force initiatives we intend to seek other funding sources such as the EGLE Community Emergency Management grant program.
5. N/A, this is not a planning grant request.

K. Additional Information and Comments

Include in this section any other information that is believed to be pertinent but not specifically requested elsewhere in this RFP.

Bidder response:

In the project support documents folder we offer one additional document that briefly summarizes the two primary project locations, offers visual depictions of the completed projects and provides a summary of size, justification and financials for each project location. This document is denoted as Leelanau County_RE_EIED application_PROJECT OVERVIEW_February 2024

L. Certification of Proposal

Please sign the proposal including the following language:

I certify that all information contained in the proposal is true to the best of my knowledge and belief, and that the organization is in compliance and agreement with all sections of the Request for Proposal. Failure to comply with grant terms may result in termination.

Certified by:

Completed Signature Page Provided as Application Attachment
[Leelanau County_RE_EIED application_APPLICATION SIGNATURE_February 2024](#)

Date

Ty Wessell, Chair, Leelanau County Board of Commissioners

Authorized Signatory Name and Title

Leelanau County

Name of Organization

ATTACHMENT A - BUDGET

Renewable Energy and Electrification Infrastructure Enhancement and Development (EIED) Grant

Bidder Name: Leelanau County

Submission Date: February 2024

Please insert actual proposed budget amounts in the blank table provided below. Extra lines may be added as appropriate.

Line Item	Budget Category	TOTAL GRANT REQUEST
1	Administrative Expenses	
2	Administrative Personnel (Grant Administration Staff)	
3	<i>Salary</i>	
4	Employee 1: County Administrator (120 Hrs. @ \$43.27/hour)	\$5,192.40
5	Employee 2: County Finance Director (120 Hrs. @ \$29.21/hour)	\$3,505.20
6	Employee 3: County Treasurer (60 Hrs. @ \$35.25/hour)	\$2,115.00
7	Employee 4: County Facilities Manager (180 Hrs. @ \$30.65/hour)	\$5,517.00
8	Total Salary	\$16,329.60
9	Total Administrative Personnel	\$16,329.60
10	Administrative Supplies, Materials, and Equipment	
11	General Office Supplies	\$250.00
12	Total Administrative Supplies, Materials, & Equipment	\$250.00
13	Total Administrative Expenses	\$16,579.60
14	Contractual Services	
15	Contractual Services Personnel Salary	
16	<i>Salary</i>	
17	Employee 1, Project Leadership Team	\$8,100.00
18	Employee 2, Project Manager	\$30,000.00
19	Vendor 1, solar contractor, Harvest Solar	\$1,337,361.00
20	Total Salary	\$1,375,461.00
21	Total Contractual Services Personnel Salary	\$1,375,461.00
22	Contractual Services Supplies, Materials, and Equipment	
23	Supplies, Materials, and Equipment	\$250.00
24	Total Contractual Services Supplies, Materials, and Equipment	\$250.00
25	Total Contractual Services Expenses	\$1,375,711.00

26	Sub-contractual Services, Large Equipment, Customer Rebates, Other Direct Costs	
27	Sub-contractual Services	
28	Independent Contractor 1, soil borings, certified geologist, report	\$1,000.00
29	Independent Contractor 2, Educational signage, graphic design	\$750.00
30	Independent Contractor 3, Educational signage, sign construction, purchase	\$1,000.00
31	Independent Contractor 4, Educational signage, installation	\$500.00
32	Independent Contractor 5, Landscape preparation for native plant/pollinator habitat	\$3,200.00
33	Total Sub-contractual Services	\$6,450.00
34	Large Equipment Costs (Infrastructure Grants)	
35	Energy Production data display: Lobby, computer and data display monitors (2)	\$1,600.00
36	Lobby, display rack for printed educational materials	\$500.00
37	Total Large Equipment Costs	\$2,100.00
38	Customer Rebates (Program Grants)	
39	Payments to Residential Customers (___ @ \$xxxx)	\$0.00
41	Total Customer Rebates	\$0.00
42	Other Direct Costs	
43	Printed educational materials. Graphic and content design and printing of educational materials	\$500.00
44	Herbicide soil treatment	\$440.00
45	Soil amendment, pollinator habitat (potassium, nitrogen)	\$500.00
46	Large plantings along road border	\$4,900.00
47	Mulch and landscape fabric under large plantings	\$1,500.00
48	Native/pollinator materials, seeding.	\$3,000.00
49	Native/pollinator materials, plant pots	\$3,000.00
50	Total Other Direct Costs	\$13,840.00
51	Total Sub-Contractual Services, Large Equipment, Customer Rebates, Other Direct Costs Expenses	\$22,390.00
52	Total Direct Cost	\$1,414,680.60
53	Indirect Costs (0.10) – May not exceed 10% of total direct costs.	
54	Employees 1-4 salaries, 10% of above figures.	\$1,633.00
55	Employees 1-3 (Contractual Services), 10% of above figures.	\$3,810.00
56	Provision for inflation of solar equipment and materials costs (10%)	\$133,736.00
52	Total Indirect Costs	\$139,179.00
58	TOTAL GRANT FUNDS REQUESTED	\$1,553,859.60

ATTACHMENT B – BUDGET NARRATIVE

The narrative below may be updated with the applicant’s own line description as appropriate. If extra lines were added in the Budget Table, add them in the narrative as well. Include a budget narrative for each partnering organization or subcontractor working on the project.

1	Administrative Expenses
2	Administrative Personnel (Grant Administration Staff) In the event that any necessary travel is anticipated, all expenses must be reflected in the applicant(s) hourly rate.
3	<i>Salary</i> Leelanau County Government. All employees are full time. Hourly rates and anticipated project hours are provided for each individual employee. We are estimating that (worst case) this project will take 5 quarters (60 weeks) to complete. All calculations below are based on this assumption.
4	Employee 1, Deborah Allen, County Administrator. Salaried, hourly equivalent \$43.27/hr. Is responsible for communication, coordination and oversight of all County government staff. Will continue in this role for this project. Salary is based on an estimated 2 hours per week dedicated to project related responsibilities. Approximate cost: \$5,192.40
	Employee #2, Cathy Hartesvelt, County Finance Director Salaried, hourly equivalent \$29.21/hr. Along with assigned staff, is responsible for handling all county government expenditures and related accounting and auditing tasks. Will continue in this role for this project. Salary is based on an estimated 2 hours per week dedicated to project related responsibilities. Approximate cost: \$3,505.20
	Employee #3, John Gallagher, County Treasurer Salaried, hourly equivalent \$35.25/hr. Along with assigned staff, is responsible for handling the intake and accounting of all county government revenues. Will continue in this role for this project. Salary is based on an estimated 1 hour per week dedicated to project related responsibilities. Approximate cost: \$2,115.00
	Employee #4, Jerry Culman, County Facilities Manager Salaried, hourly equivalent \$30.65/hr. Together with his staff are responsible for the maintenance and care of all county buildings, land and properties on the government center campus. Many project related activities will impact and require coordination with this office. Salary is based on an estimated 3 hours per week dedicated to project related responsibilities. Approximate cost: \$5,517.00

6	Total Salary = \$16,329.60
9	<i>Approximate Total Administrative Personnel = \$16,329.60</i>
10	Administrative Supplies, Materials, and Equipment
11	General office supplies, for example paper, printer cartridges and other typical office supplies, are estimated at \$250.00
12	<i>Approximate Total Administrative Supplies, Materials, and Equipment = \$250.00</i>
13	Total Administrative Expenses = \$16,579.60
14	Contractual Services
15	<p>Contractual Services Personnel Salary</p> <p>In the event that any necessary travel is anticipated, all expenses must be reflected in the applicant(s) hourly rate.</p>
16	<p><i>Salary</i></p> <p><Name of Organization><Services provided by this contractor> Organization's full time workweek is <e.g. 37.5 or 40 > hours. All employees are full time unless otherwise stated.</p>
17	<p>Employee 1, Employee 1, Joe DeFors, Russ Packard, combined as Project Leadership Team Non-exempt. \$45/hour, 3 hrs/wk.</p> <p>Two individuals will share this role. Joe DeFors and Russ Packard. As a team, both individuals researched, interviewed, planned, designed and coordinated all activities required to construct this grant application. As such, they created a wide ranging network of organizations and individuals who collectively, possessed the skills and knowledge required to conceive, design and implement the project. It is anticipated that this same wide ranging network will be called upon during the actual construction and implementation of the project as a whole. Rather than making an effort to transfer this broad and complex network structure of established relationships to a new project manager, it is deemed more efficient and effective to, when necessary, call upon the original individuals already in place. This salary is based on an estimated 3 hours per week to be shared between the two individuals as required by project needs. Resumes for both individuals are included in the project support documents as: Leelanau County_RE_EIED application_BIO PROJECT LEADERSHIP TEAM_February 2024.</p> <p>Approximate cost: \$8,100.00</p>

18	<p>Employee 2, Ben Purdy, Project Manager Non-exempt. \$50/hour, 10 hrs/wk.</p> <p>This individual will hold ultimate day-to-day responsibility for the management and completion of this project. Specifically, this position will be responsible for ongoing oversight of all project details including the accomplishment of all project goals and deliverables, on time and within budget. A resume for Ben Purdy is included in the project support documents as: Leelanau County_RE_EIED application_BIO PROJECT MANAGER_February 2024.</p> <p>Approximate cost: \$30,000.00</p>
19	<p>Vendor 1, Harvest Solar Inc.</p> <p>Harvest Solar is a Michigan based solar installation company founded in 2006. They are bonded, licensed and insured in 11 States: AR, IA, IN, IL, KY, MI, MN, MO, OH, TN, WI. They are North American Board of Certified Energy Practitioners (NABCEP). To date, Harvest Solar has over 1,000 solar installations, totaling over 100 MW of energy production. Harvest Solar was selected as the solar installation vendor after two rounds of competitive cost proposals for this project.</p> <p>Total approximate cost for this line item is \$1,337,361.00</p>
20	<p>Total Salary = \$1,375,461.00</p>
21	<p>Total Contractual Services Personnel Salary = \$1,375,461.00</p>
22	<p>Contractual Services Supplies, Materials, and Equipment</p>
23	<p>Supplies, Materials, and Equipment are expected to be routine office supplies, printer cartridges, paper and the like. \$250.00</p>
24	<p>Approximate Total Contractual Services Supplies, Materials, and Equipment = \$250.00</p>
25	<p>Total Contractual Services Expenses = \$1,375,711.00</p>
26	<p>Sub-contractual Services, Large Equipment, Customer Rebates, and Other Direct Costs</p>
27	<p>Sub-Contractual Services</p>
28	<p>Independent Contractor 1, Certified Geologist.</p> <p>The land area dedicated for the ground mount solar array is shared with ground required and permitted by EGLE for a reserved drainfield location for the government center complex. In order to confirm a change of shape of the permitted drainfield area, soil borings must occur and be inspected and reported to EGLE by a certified geologist.</p> <p>Total approximate cost for this line item is \$1,000.00</p>

29	<p>Independent Contractor 2, Educational signage, graphic design.</p> <p>We intend to install educational signage at both locations where solar will be installed in this project. At each location, we intend to purchase and install park-grade signage that will tell the story of the project, the MPSC grant that funded it, promote renewable energy, and more. We intend to engage the services of a graphic designer to ensure a quality product will result.</p> <p>Total approximate cost for this line item is \$750.00</p>
30	<p>Independent Contractor 3, Educational signage, sign construction, purchase.</p> <p>See line 29 above. Park-grade signage is available commercially, is of quality construction and durable.</p> <p>Total approximate cost for this line item is \$1,00.00</p>
31	<p>Independent Contractor 4, Educational signage, installation.</p> <p>Estimated labor cost for the installation of two completed educational signs at two project locations.</p> <p>Total approximate cost for this line item is \$500.00</p>
32	<p>Independent Contractor 5, Landscape preparation for native plant/pollinator habitat.</p> <p>Landscape shaping, debris removal, in preparation for native plant, pollinator habits plantings. Estimate is based on one man and heavy equipment for two days at \$200/hr.</p> <p>Total approximate cost for this line item is \$3,200.00</p>
33	<p><i>Approximate Total Sub-Contractual Services = \$6,450.00</i></p>
34	<p>Large Equipment Costs (Infrastructure Grants)</p>
35	<p>Energy Production data display.</p> <p>For public education, we intend to provide a data link from each solar array (2) to the Administration building lobby where real-time energy production data will be on display at all times. Equipment required is one computer and two LCD computer monitors.</p> <p>Total approximate cost for this line item is \$,1600.00</p>
36	<p>Lobby, display rack for printed educational materials.</p> <p>For the display and offering of hand out educational printed materials to public who transit the Administration building lobby. Typical shelving dimensions require we anticipate two units.</p> <p>Total approximate cost for this line item is \$500.00</p>
37	<p><i>Approximate Total Large Equipment Costs = \$2,100.00</i></p>
38	<p>Customer Rebates (Program Grants)</p>

39	<p>No customer rebates anticipated.</p> <p>Total approximate cost for this line item is \$0.00</p>
41	<p><i>Approximate Total Customer Rebates = \$0.00</i></p>
42	<p>Other Direct Costs</p>
43	<p>Printed educational materials.</p> <p>Graphic and content design and printing of educational materials</p> <p>Total approximate cost for this line item is \$500.00</p>
44	<p>Herbicide soil treatment.</p> <p>Phd Horticulturalist consultant advises that prior to planting native plant/pollinator plantings, soil must be prepared and prior vegetation eliminated in order to avoid competition between species. Estimate is based on prescribed treatment level for 30,000 sq ft soil.</p> <p>Total approximate cost for this line item is \$440.00</p>
45	<p>Soil amendment, pollinator habitat (potassium, nitrogen).</p> <p>Estimate is based on soil analysis by Michigan State University Extension service soil testing report. Current retail market costs used for volume purchase of prescribed products.</p> <p>Total approximate cost for this line item is \$500.00</p>
46	<p>Large plantings , road border.</p> <p>After soil disturbance from necessary landscape shaping there is concern over soil erosion on a sloped area of ground along road border. In order to combat erosion and aesthetically soften this property margin, we anticipate using larger more mature plantings, ground fabric to provide a more immediate mitigating effect on the erosion concern. Plantings estimated to #70 at average of \$70.00 each.</p> <p>Total approximate cost for this line item is \$4,900.00</p>
47	<p>Mulch and landscape fabric under large plantings</p> <p>Based on local retail pricing, estimated 25 yards mulch at \$50/yd. Fabric pricing based on local retail rates.</p> <p>Total approximate cost for this line item is \$1,500.00</p>
48	<p>Native/pollinator materials, seeding.</p> <p>Retail costs for recommended seeding of area under and around periphery of ground mount array estimated at 30,000 sq ft.</p> <p>Total approximate cost for this line item is \$3,000.00</p>

49	<p>Native/pollinator materials, plant pots.</p> <p>Retail cost estimate for more rapidly growing native/pollinator plants in small pots. To be used along most visible property boundary. Desire here is to provide a more immediate visual impact to encourage public acceptance of this project. Retail cost estimates based on 1 plant per sq foot over 1,000 sq ft.</p> <p>Total approximate cost for this line item is \$3,000.00</p>
50	<p><i>Approximate Total Other Direct Costs = \$13,840.00</i></p>
51	<p>Total Sub-Contractual Services, Large Equipment, Customer Rebates, and Other Direct Cost Expenses = \$22,390.00</p>
52	<p>Total Direct Costs = \$1,414,680.60</p>
53	<p>Indirect Costs – May not exceed 10% of total direct costs.</p>
54	<p>Employees 1-4 salaries, (line items 4-7)</p> <p>10% of salary figures added for unforeseen extension of project.</p> <p>\$1,633.00</p>
55	<p>Employees 1-3 (Contractual Services), (line items 17-18)</p> <p>10% of salary figures added for unforeseen extension of project.</p> <p>\$3,810.00</p>
56	<p>Vendor 1, Solar Contractor (line 19)</p> <p>10% of above added for unforeseen inflation of solar equipment, materials costs, labor.</p> <p>\$133,736.00</p>
57	<p><i>Total Indirect Costs = \$139,179.00</i></p>
58	<p>Total Grant Funds Requested (direct plus indirect costs) = \$1,553,859.60</p>