

Public Service Commission of Wisconsin



Great Lakes Tall Tower Wind Monitoring Project

Grant Application Guidelines and Forms

**Application Deadline:
August 4, 2008**

Introduction

The Great Lakes Tall Tower Wind Monitoring program is funded by a U.S. Department of Energy (DOE) grant to the State of Wisconsin. The program's scope of work requires the State of Wisconsin to use the DOE funds to award a total of two grants for:

- Lake Michigan Project: collect and analyze 12 months of tall tower wind data from an existing 100 meter tall site within .5 miles of Lake Michigan, and
- Lake Erie Project: collect and analyze 12 months of tall tower wind data from an existing 100 meter tall site within .5 miles of Lake Erie.

A separate grant application must be submitted for each project. Applications that combine the two projects into one application will be considered non-responsive and will not be reviewed. The pool of grant applicants for each project will be competitively selected, and a separate contract will be negotiated for work to be completed on each project.

The Public Service Commission of Wisconsin (PSC) is the state agency responsible for managing the program and ensuring the tasks in scope of work are completed on schedule. The program is scheduled to end on December 31, 2009. Therefore all project activities funded via grants from this program must be completed by the program's end date.

Eligible Applicants

Any business or individual may apply for a grant under this program.

Anticipated Funds Available

The total amount of program funding available for the two projects is \$46,660. It is anticipated that each project will be allocated roughly one-half of the total program funding.

Matching Funds

Matching funds are not required for this program but are encouraged. Cash or in-kind services or equipment are acceptable matching funds. The application should include an explanation of how any portion of the project not covered by the grant award will be paid. Commitment of other resources toward a project may be considered as a positive factor when the grant applications are rated.

Grant Application Submission and Deadline

Applicants must complete a grant application including a budget summary form. No late applications will be considered.

All applications are due to the PSC by August 4, 2008. Applications may be submitted to the PSC by any of the following methods:

U.S Postal Service	E-Mail Submission
Public Service Commission Attn.: Preston Schutt P.O. Box 7854 Madison, WI 53707- 7854	Preston.Schutt@psc.state.wi.us Emailed applications must be submitted in Microsoft Word or Adobe pdf formats.
Must be <u>received</u> by the PSC by August 4, 2008	Must be <u>received</u> by, August 4, 2008

It is the responsibility of the applicant to ensure that the PSC receives all documents in a readable format prior to the deadline.

Grant Application Procedure

A complete application includes the following items and should be assembled in the following order:

1. Contact Information

Provide the name and address of the organization applying for the grant, the name of the contact person, their telephone number and email address.

2. Project Narrative

The project narrative should be formatted similarly to and address the criteria listed in the *Review Criteria* below.

The application must be submitted by the deadline date. Do not use binders, plastic covers, folders, or cover sheets other than the one included in this application package. Once filed, all applications become the property of the Commission, are subject to open records laws of the State of Wisconsin, and will not be returned to the applicant.

Review Criteria

In preparing the Project Narrative, the criteria should be addressed by the heading and the order in which they appear below. Each criterion should be addressed separately and completely so the response stands alone and does not refer to outside sources. Failure to address any criterion will result in a reduction of points by the reviewers. The page size should be a standard 8-1/2"x 11" page, with a legible font no smaller than 11 points, and a minimum of 1" margins throughout. **The entire Project Narrative section should be no more than six (6) single-sided and single-spaced numbered pages.**

1. Applicant Overview (10 Points)

- Briefly describe the applicant's organization(s), the key people involved in the proposed project and their qualifications as they relate to the proposed project.

2. Data Collection (35 Points)

- Required Information
 - i. Provide verification that the existing tower at which the wind monitoring is proposed is located within .5 miles from Lake Erie or Lake Michigan, that it is at least 100 meters tall,
 1. Describe the status of your organization's permission to attach wind monitoring equipment.
 - ii. Describe the type of wind monitoring equipment that will be used. Will you be using calibrated wind monitors?
 - iii. Provide assurance that monitors will be placed at 100 meters, 80 meters and 60 meters to calculate shear.
 - iv. How will wind direction and temperature be measured and recorded?
 - v. Describe how the data will be collected.
 1. Provide assurance that the sample rate intervals will be no more than 2 seconds.
 2. Describe the proposed download and review intervals
 - vi. Discuss your ability to meet a minimum of 90 percent data recovery rate for 12 continuous months of monitoring at the proposed site.
- Desired Information:
 - i. Discuss how the data collected may spur in-lake or near-lakeshore wind development near the monitoring site.
 - ii. If available, discuss the proximity of existing transmission or distribution infrastructure to the monitoring site.

3. Data Analysis and Availability (35 Points)

- Required Information:
 - i. Explain how the collected data will be analyzed.
 1. Average interval is 10 minutes and provided in Microsoft Excel format.
 2. Explain how data will be correlated with real-time data from other nearby inland points.
 3. Describe how the final data will add to the general data bank and be made publicly available.

- Desired Information:
 - i. Discuss the potential for the collected data to be used for cost-modeling.

4. Project Timelines (10 Points)

- Provide a realistic timeline
 - i. Identify the project’s key data collection and data analysis tasks
 - ii. Propose a timeline for each with milestones
 - iii. Identify project deliverables and their due date.

5. Budget Summary (10 Points)

- Provide a project budget in the format requested. Matching funds are encouraged.

Use the budget format below. If equipment will be purchased, attach price quotes from vendors to the budget summary. Include a description of any matching funds that will be dedicated to the project, including the method of valuation.

Budget Categories	Sources of Funds	
	(1) Grant Funds Requested	(2) Matching Funds
a. Personnel		
b. Fringe Benefits		
c. Travel		
d. Equipment		
e. Supplies		
f. Contractual		
g. Construction		

h. Other		
i. Total Direct Charges (sum of a-h)		
j. Indirect Charges		
k. Totals (sum of i-j)		

Review and Selection Process

All grant applications will be subject to a screening and review process conducted by Commission staff, a review team and the Commissioners. Reviewers will have expertise in technical or programmatic aspects of information systems, medicine, telecommunications or universal service issues. The process is outlined below:

Initial Screening

Commission staff will conduct an initial screening of all applications. The applications will be screened for timeliness of filing and completeness of the application. Any application that fails the initial screening may be eliminated from further review.

Application Review

A review panel of wind monitoring or program professionals will review applications passing the initial screening. The reviewers will use a rating checklist that gives a score to each application based on the criteria outlined in the *Review Criteria* section.

Final Decision on Grant Awards

In making the final grant funding decisions, the Review Panel shall consider information included in the grant application as well as other information including past performance by the applicant

Reporting and Payment Process

Grant projects are expected to start within two months of award notification. A *Summary Financial Statement* will be enclosed with the letter notifying applicants that they have received a grant award. This statement must be used to request reimbursement for funds expended under the grant award. Grantees will be required to submit quarterly reports and a final report. Failure to submit the final report within 60 days of the project end date will be considered breach of the grant contract. Details regarding these filings will be included in the letter notifying applicants of the grant award.

The Commission retains the right to revoke a grant if the funded applicant and project do not comply with Commission guidelines, or the applicant fails to implement the project in accordance with the application as submitted and approved. In addition, the Commission reserves the right to take any other action allowed by law in the event an approved project is implemented in a manner inconsistent with the program.

Withdrawal of Application

Applicants may withdraw their proposal at any time by providing a written request to the Commission.

False, Misleading, or Omitted Statements

False or misleading statements or omissions that render the information provided on an application to be false or misleading are grounds for rejection of an application, for denial, or for termination of funding. The applicant may also be required to reimburse the State of Wisconsin. In addition, the Commission reserves the right to take any other action allowed by law.

Technical Assistance

PSC Staff will provide limited technical assistance to all prospective applicants as staff resources allow, until the time that a proposal has been submitted to the Commission. Staff will only provide answers to specific questions and make general comments in regard to the grant application guidelines and forms. Staff will not provide specific technical suggestions for a particular applicant nor review a draft copy of a forthcoming application.

In compliance with state regulations regarding conflict of interest and open records, Commissioners will not provide any specific advice or assistance to applicants. All applicants will be referred to Commission staff.

For Further Information, Contact:

Preston Schutt
Public Service Commission
610 N. Whitney Way
P.O. Box 7854
Madison WI 53707-7854

PHONE: 608/266-1462

FAX: 608/266-3957

E-MAIL: preston.schutt@psc.state.wi.us