



# Commerce RI

## Renewable Energy Fund

### **Rhode Island Renewable Energy Fund**

### **Application Materials**

**Use this Application for:**

- ✓ **Pre-development Feasibility Studies**

**Program details can be found at:**

**<http://www.commerceri.com/finance/REF.php>**

## **Rhode Island Renewable Energy Fund Submission Instructions**

**Applications should be sent to the following:**

**Please submit a complete hard copy AND a complete electronic copy.**

Applications can be submitted in person or mailed USPS registered mail to the following address:

**Rhode Island Commerce Corporation**

**Attn: Hannah Morini**

**315 Iron Horse Way, Suite 101**

**Providence, RI 02908**

If you have any questions, please contact REF Staff at [REF@commerceri.com](mailto:REF@commerceri.com)

- Interested parties are requested to notify Commerce RI of the intention to apply to the Renewable Energy Fund as soon as possible prior to submitting the application by emailing [REF@commerceri.com](mailto:REF@commerceri.com) or calling 401-278-9135.
- **Read and review the REF Rules and Regulations before completing this application.** A copy of the proposed Rules may be obtained by mail or email or by calling 401-278-9135, or may be accessed online at:  
<http://www.commerceri.com/documents/finance/20142016%20Rules%20and%20Regs%20Final.pdf>
- All applicants are advised that any and all records (documents, correspondence, memoranda, etc.), regardless of the form provided, received or maintained by COMMERCE RI and/or the REF, may be a matter of public record and subject to release under the Rhode Island Access to Public Records Act (R.I. Gen. Laws §38-2-1 et seq.). Commerce RI does however have the right to redact any information which is exempt under the statute before releasing the documents. The exemptions that would most pertain to financing or grant applications include but are not limited to reports and statements of strategy or negotiation, trade secrets and commercial and financial information which is privileged or confidential pursuant to R.I. Gen. Laws §38-2-2. As such, we suggest that any portion of the application or materials provided by the applicant that contains such information (including for example, customer lists, processes, etc. or financial information) be clearly labeled with a legend or marking such as "Confidential information -- Not Public Record". This does not guarantee that the information so marked will necessarily be exempt from public release, as Commerce RI will make any final determination about which information is to be made available to the public, but this will be helpful in identifying any records which may be exempt.
- **All requirements must be met.**
- **Incomplete applications will not be processed.**
- **Awards are dependent on funding availability.**

## I. Applicant Information

Applicant (Project Site Owner):	
Technical Consultant:	
Project Site Name:	
Project Site Address:	
Contact Name of Applicant:	
Applicant Address:	
City, State, Zip:	
Applicant Phone:	
Applicant Email:	
Applicant Website:	
Renewable Energy Company Point of Contact Name:	
Renewable Energy Company Email:	
Renewable Energy Company Phone :	
<b>Who should Commerce RI contact regarding this application?</b>	
Applicant Type of Entity (ex: LLC):	
Activities of Entity:	
Please describe the Applicant's presence in Rhode Island in terms of # of employees, percentage of total employees in RI, and/or history of doing business in RI:	
Company/Entity:	

Is applicant applying as or on behalf of a customer? If Yes, who?	
Project Site Name:	
Contact Name of Applicant:	
Address:	
City, State, Zip:	
Phone:	
Email:	
Website:	
Type of Entity (ex: LLC):	
Activities of Entity:	
Please describe the Entity's presence in Rhode Island in terms of # of employees, percentage of total employees in RI, and/or history of doing business in RI:	

## **II. Executive Summary**

**Please use the space below to explain the purpose and goals of the proposed Pre-development Feasibility Study. Include how Commerce RI REF funds are necessary to achieve said goals.**

### III. Utilization of Funds

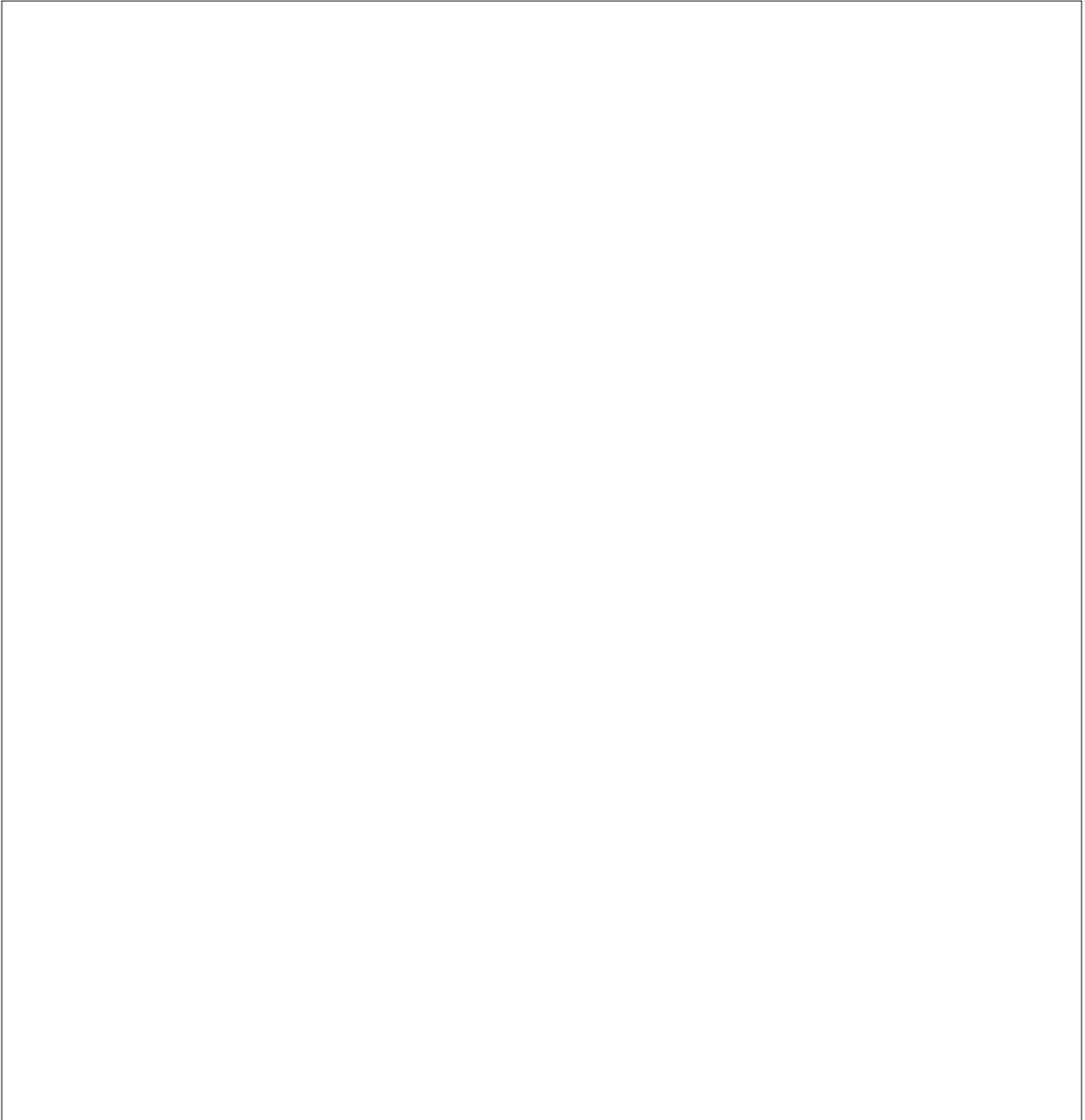
<b>REF Funds requested</b>	\$ _____
<b>Total Predevelopment Cost:</b>	\$ _____
<b>Total Estimated Project Cost:</b>	\$ _____

Please provide a description of all sources of funding for this project, including REF, along with supporting letters of interest/commitment for the identified sources.

<b>Funding Source</b>	<b>Dollar Amount</b>	<b>Percentage of Predevelopment Costs</b>	<b>Confirmed or Pending?</b>
RI Renewable Energy Fund			Pending

#### **IV. Scope of Work**

**Please provide a detailed scope of work including anticipated start and end dates for all major tasks. A clear path to local permitting and interconnection should be included. Be sure to include the name of the company/subcontractor responsible for completion of each task within the scope. Attach a Gantt Chart if desired.**

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed scope of work, including anticipated start and end dates for major tasks, a clear path to local permitting and interconnection, and the name of the company/subcontractor responsible for completion of each task. A Gantt chart can also be attached if desired.

**V. Pre-Feasibility / Fatal Flaw Analysis**

Use this space to list and explain all pre-feasibility work that has already been done to investigate possible fatal flaws. Applicants are expected to understand and demonstrate technical and economic issues associated with the project. Please attach any additional relevant information.

A large, empty rectangular box with a thin black border, occupying the majority of the page below the text. It is intended for the applicant to provide details of their pre-feasibility work and fatal flaw analysis.

## **VI. Qualifications of Firm and Project Personnel**

Summarize the selected contractor's qualifications with regards to the proposed project. Additionally, provide concise qualifications of each member on the core project team, including all subcontractors.

Key Project Personnel Name:
Key Project Personnel Title:
Company:
Summary of Experience:

Key Project Personnel Name:
Key Project Personnel Title:
Company:
Summary of Experience:

Key Project Personnel Name:
Key Project Personnel Title:
Company:
Summary of Experience:

Key Project Personnel Name:
Key Project Personnel Title:
Company:
Summary of Experience:

Key Project Personnel Name:
Key Project Personnel Title:
Company:
Summary of Experience:

## VII. Attachments

Please attach the documents listed below:

- Please attach a list of specific desired outcomes as required in #7 of the “Request for Projects”
- A detailed project budget with a list of all assumptions
- Executed contracts with primary contractor (Contract can be contingent on REF funding.)
- Proposals from all major subcontractors (Contract can be contingent on REF funding.)
- Proof of matching funds
- Project location site plan
- Project location aerial photo
- For municipalities:** include evidence of a Town/City Council vote in favor of the proposed project
- Completed W-9 Form (Form can be found here: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>)

Please include any additional documentation that will help support your application.

## VIII. Application Authorization

**The undersigned is an authorized representative of the Applicant listed below with the authority to bind the company for the proposed Renewable Energy Project. The Applicant has read, understands, and agrees to be bound by the terms and conditions provided by the Rhode Island Commerce Corporation (COMMERCE RI).**

I certify that:

- All statements made in this Application in its entirety including all attachments, appendices, etc. are true and correct to the best of my knowledge.
- The Applicant is neither a person subject to the Rhode Island Code of Ethics nor a person within the scope of R.I.G.L. § 36-14-5(h)
- The Applicant has not been convicted of bribery or attempting to bribe a public official or employee of the COMMERCE RI or of the State, has not been disqualified from an awarded contract with COMMERCE RI or the State, and has never defaulted on work awarded by the COMMERCE RI or the State.
- The Applicant does not have a relationship or affiliation, financial or otherwise, with any other Applicant applying to this round of funding with the COMMERCE RI Renewable Energy Fund.

Legal Name of Applicant: \_\_\_\_\_

Name of Customer Site (If different than above): \_\_\_\_\_

Company or Department Name (if applicable): \_\_\_\_\_

Signature of Applicant's Authorized representative: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Title/Company: \_\_\_\_\_

Date Signed: \_\_\_\_\_