



Commerce RI

**Rhode Island Renewable Energy Fund
Application Materials for the Small Scale Solar Program**

Program details can be found at:

LINK TO SOLICITATION

Rules and Regulations the can be found at:

<http://www.commerceri.com/documents/finance/2014-2016%20Rules%20and%20Regs%20Final.pdf>

Rhode Island Renewable Energy Fund

Frequently Asked Questions

1) Who is eligible for financing through the REF Small-Scale Solar Program

Grants are available to businesses, homeowners, non-profits, and eligible affordable housing.

2) What size projects are eligible under the Small Scale Solar Program?

Solar photovoltaic (PV) projects and Solar domestic Hot Water (SDHW) projects are limited based on the total grant amount rather than size of project in the Small Scale Solar Program. A PV project is eligible for up to \$10,000 grant at an incentive of \$1.25/W and a SDHW project is eligible for up to \$5000 at an incentive of 25% of the total project costs.

3) Why is the RIEDC requiring that projects be grouped together by a solar contractor, neighborhood association, or other grouping mechanism approved by the RIEDC?

By submitting multiple small solar projects under one application, the contractor will realize economies of scale which can pass savings onto the customer. More projects will get installed at better prices and with streamlined administrative procedures at the Commerce RI

4) Why is an energy audit required?

The integration of energy efficiency and renewable energy generation is crucial to the success of a project. The energy produced from a renewable energy project will offset a higher percentage of a building's energy use if energy efficiency measures are implemented. CommerceRI only requires that the project owner be aware of current energy usage through an energy audit, rather than require efficiency measures be installed prior to seeking funding. Free energy audits are available through National Grid. Learn more at:http://www.nationalgridus.com/narragansett/business/energyeff/3_small.asp

5) When will the next round of funding be available?

All dates are subject to change, but approximate timelines can be found on Commerce RI's website.

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

- 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 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:	
Address:	
City, State, Zip:	
Contact Name:	
Phone:	
Email:	
Website:	
Type of Entity (ex: LLC, neighborhood association, solar contractor, renewable energy developer etc.):	
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:	
Does the applicant plan to contract with a 3 rd party finance company on the enclosed projects?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which company will provide 3 rd party financing to the applicant's customers?	

II. Executive Summary/Project Overview

Please provide a brief description of the proposed project. Include what the requested funds will be used for. Explain why this project fits with the goals of your entity and customers. Not to exceed one page.

How many projects are you applying for? (maximum of 20)	
How many total kW are you applying for?	_____ total kW
Total Amount Requested:	\$ _____

III. Site Specific Data: Solar Photovoltaic

Please fill out this table in entirety for each PV project site.

Name of Project Site Owner:	
Name on Electric Bill:	
Email Address of Site Owner:	
Phone Number of the Site Owner	
Street Address of Project:	
Town and Zip Code::	
PV module manufacturer:	
Model:	
Quantity:	
Inverter Manufacturer:	
Model:	
Quantity:	
DC System Rating:	
Total Annual Production: (AC wattage x 4.6 hours of sunlight x number of panels x 0.8)	
Array Type:	<input type="checkbox"/> Fixed <input type="checkbox"/> Tracking
Array Mounting:	<input type="checkbox"/> Ground <input type="checkbox"/> Roof <input type="checkbox"/> Other
Age of roof:	
Expected remaining lifespan of roof:	
Length of Manufacturers' System Warranty:	
Estimated annual operating and maintenance cost:	
Year and Total Cost of any major system upgrades:	Year: _____ Cost: \$ _____
Is this project located in a Historic District:	<input type="checkbox"/> Yes <input type="checkbox"/> No

IV. Site Specific Data: Solar Domestic Hot Water

Please fill out this table in entirety for each SDHW project site.

Name of Project Site Owner:	
Name on Electric Bill:	
Email Address of Site Owner:	
Phone Number of the Site Owner	
Street Address of Project:	
Town and Zip Code::	
Manufacturer of Hot Water Collector:	
Model:	
Quantity	
Length of Manufacturers' System Warranty:	
Total Square Footage of Collectors:	
Rated BTU Output (SRCC rating):	
Total Estimated Production: (F-chart or equivalent)	
Collector Type:	<input type="checkbox"/> Plates <input type="checkbox"/> Tubes <input type="checkbox"/> Other
Collector Mounting:	<input type="checkbox"/> Ground <input type="checkbox"/> Roof <input type="checkbox"/> Other
Age of Roof:	
Expected remaining lifespan of roof:	
Estimated annual fixed operating and maintenance costs:	
Year and total costs of major system upgrades:	Year: _____ Cost:\$ _____
Is this project located in a Historic District:	<input type="checkbox"/> Yes <input type="checkbox"/> No

V. Qualifications of Firm and Project Personnel

Summarize the selected contractor's qualifications with regards to this application. Additionally, provide concise qualifications of each member on the core project team.

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:

VI. Attachments

Please submit the following items for each project site:

- Copy of most recent electricity bill (if new construction, please include a list of predicted onsite loads)
 - Copy of fuel bill (only if SDHW will offset heating fuel)
 - Executed contract with contractor (contingent on REF funding.)
 - Completed W-9 Form (Form can be found here: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>)
 - Project Financial Analysis illustrating Simple Payback Calculation and Return on Investment.
 - Equipment spec sheets
 - System One-Line electrical diagram and/or Schematic Diagram
 - Project location aerial photo
 - Shading Analysis as described in solicitation
 - All photographs required in solicitation
- All drawings required in solicitation
- Any other supporting or supplemental information that the Applicant deems relevant for the Corporations review and evaluation of the Application:
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VII. 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: _____