Applications due September 4, 2020 by 5 p.m. (PDT) for **non-profits and public housing authorities**

Applications due September 18, 2020 by 5 p.m. (PDT) for **tribal entities**

**Background**

In 2020, Green Power will offer competitive funding awards to local non-profits, public housing authorities, and tribal entities to install solar on your facilities. This grant is funded through PSE’s Green Power customers to bring local, community-oriented solar projects to PSE’s service area, while providing vital support to those in need through lower utility bills for our low-income or Black, Indigenous, and People of Color (BIPOC) customers and the organizations that serve them.

**How to apply**

**Step 1:** Review eligibility, requirements, and evaluation information on the Information for Applicants document (attached separately).

**Step 2:** Complete the application form and supplemental document checklist with your selected installer. You must complete all required fields in the application form in order for your project to be considered for funding. This application and supplemental material provided at the time of application will serve as the primary means by which projects will be evaluated. Puget Sound Energy and/or its designee may contact applicant for further information, so please provide current contact information.

**Step 3:** Submit completed application form, supplemental document checklist, and supplemental documents to Puget Sound Energy on or before your applicant group’s deadline by sending all files to [psegreenpower@pse.com](mailto:psegreenpower@pse.com) with “Green Power Grant” in the subject line. **Please send this application form in the Microsoft Word (.docx or .doc) file format.** Supplemental documents may be submitted as Word, PDF, Excel, or other common file formats, as appropriate.

Questions about this application, funding process and/or the funding award should be submitted to [psegreenpower@pse.com](mailto:psegreenpower@pse.com) with “Green Power Grant” in the subject line. Responses will be posted on the PSE website biweekly in an FAQ format.

**Application/award timeline**

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| --- | --- |
| September 2, 2020 | Questions due to [psegreenpower@pse.com](mailto:psegreenpower@pse.com) for **non-profits and public housing authorities** |
| September 4, 2020 | 5 p.m. (PDT): Submittal deadline for application and supplemental documents for **non-profits and public housing authorities** |
| September 16, 2020 | Questions due to [psegreenpower@pse.com](mailto:psegreenpower@pse.com) for **tribal entities** |
| September 18, 2020 | 5 p.m. (PDT): Submittal deadline for application and supplemental documents for **tribal entities** |
| Early December 2020 | Applicants will be notified in writing of award decision; projects selected for funding will be asked to sign an agreement detailing the conditions and requirements of accepting the grant. |

Please note: Project installations must be completed no later than July 31, 2021.

**A. Eligibility questions**

The applicant must be able to answer “yes” to the following questions to be eligible for funding.

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| --- | --- | --- |
| Is the project site located in PSE’s electric service area? | Yes | No |
| Is the applicant a non-profit, public housing authority, or tribal entity serving low-income or Black, Indigenous, and People of Color (BIPOC) community members? | Yes | No |
| Is the project site owned by the applicant, or leased with a minimum 5-year lease remaining? | Yes | No |
| Is the funding request $100,000 or less? | Yes | No |
| Is the funding request 100% of project costs? If not, is the applicant providing all additional funds? | Yes | No |
| Is the proposed system a new, grid-connected solar photovoltaic (PV) system? | Yes | No |
| Is the total solar resource fraction (TSRF) at least 75% at all points in the proposed solar array? | Yes | No |
| If any of the above items are checked ‘No’, please contact [psegreenpower@pse.com](mailto:psegreenpower@pse.com) to confirm eligibility, and include an explanation below. | | |
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**B. Summary information**

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| **APPLICANT Information** | | |
| **Project name** |  | |
| **Organization name** |  | |
| **Taxpayer Identification Number** |  | |
| **Description of organization**  Including mission, history, purpose and who it serves. |  | |
| **Primary project contact information. Please note:** This person will also be responsible for providing ongoing reporting for the project. | Name: |  |
| Title: |  |
| Phone number: |  |
| E-mail address: |  |
| Organization name: |  |
| **Installer contact information:** | Name: |  |
| Title: |  |
| Phone number: |  |
| E-mail address: |  |
| Organization name: |  |

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| **PROJECT INFORMATION** | |
| **Physical address where project will be installed**  Include property name, street address, city, zip code. |  |
| **Site owner**  Include lessee/lessor information in any case where site is not owned by applying organization. |  |
| **Project capacity**  In kW DC. |  |
| **Estimated annual kWh generation of proposed system** |  |
| **What is the current annual kWh consumption of the facility where the power will be consumed?**  If the site is new construction, provide an estimate. |  |
| **Total Solar Resource Fraction (TSRF)**  Expressed as a percentage. Projects must have a minimum of 75% TSRF at all points in the proposed solar array. |  |

**C. Project narrative**

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| **PROJECT FEASIBILITY** |
| 1. **Provide a brief summary of the proposed solar project.** |
|  |
| 1. **Who in your organization will be leading the project to completion?**  Describe how the project lead has been involved in developing the proposal. |
|  |
| 1. **Describe the qualifications of the chosen installer, including experience with similar projects.** |
|  |
| 1. **Describe the current status of the project, planning and design work that has been completed to date, and the plan for bringing the project to completion.** |
|  |
| 1. **Identify potential challenges and risks to completing the project on time and within budget, and your strategy for mitigating each of those risks.** |
|  |
| 1. **Describe the long-term maintenance plan, including sources of funding to implement the plan.**   List any warranties on equipment and labor. Identify who will oversee maintenance and any agreements with maintenance service providers. Include schedule of maintenance, if known. Confirm that the system will be insured for at least 5 years. |
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| **COMMUNITY IMPACT** |
| 1. **How will the proposed project support the mission of your organization?** |
|  |
| 1. **How will the proposed project benefit low-income or Black, Indigenous, and People of Color (BIPOC) community members?** |
|  |
| 1. **Describe the applicant’s and/or project team’s demonstrated commitment to diversity, equity and inclusion.** |
|  |
| 1. **Describe the organization’s resource conservation practices, initiatives and/or programs.** Include any completed or planned energy conservation projects in partnership with Puget Sound Energy. |
|  |
| 1. **Does the project have any potential negative impacts on the organization or community?**   If so, describe how impacts will be mitigated. |
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| --- | --- |
| **RECOGNITION AND AWARENESS** | |
| 1. **Will the project be physically visible? Is there a suitable location for signage recognizing the PSE Green Power program?** If available, estimate the number of people served at this facility annually and/or the number of visitors. | |
|  | |
| 1. **How will you raise awareness about the project and recognize the contribution of PSE Green Power?** Check activities you plan to complete and provide additional detail where requested. | |
| Email newsletter | Number of subscribers: |
| Press release | If you are aware of specific media outlets that may be interested in this story, please identify: |
| Print newsletter | Number of subscribers/circulation: |
| Professional networks/ associations/conferences | Please identify: |
| Ribbon cutting event |  |
| Social media | Number of followers: |
| Website |  |
| Other | Please describe: |
| 1. **Who is the point person for implementing the recognition plan?** | |
|  | |

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| **PROJECT COSTS AND FINANCING** |
| 1. **Describe efforts to ensure that the proposed budget represents the maximum value for the cost of the project.** List the names of companies from which you received bids. Explain any significant price deviations from industry norms, if applicable. |
|  |
| 1. **Are funds from the Green Power Grant imperative to make the project successful? Please explain.** |
|  |

**D. Project budget**

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| --- | --- | --- |
| **Project BUDGET** | | |
| Please provide an itemized budget for eligible costs including the categories listed below**.** Budget must be based on an installer quote that is valid through January 31, 2021. | | |
| **Eligible costs** | **Amount** | **Line item description** |
| System installation costs (equipment and labor), including sales tax |  |  |
| Permitting fees, if applicable (please itemize) |  |  |
| Other solar installation costs (please itemize) |  |  |
| **TOTAL ELIGIBLE PROJECT COSTS** |  | |
| **FUNDING REQUEST**  If funding request is less than 100% of project costs, additional funding must be from applicant’s funds. |  | |

**The following costs are NOT eligible for reimbursement:**

* Activities not directly associated with the capital costs of new renewable energy systems, including structural or site improvements required prior to project construction such as canopies, roofing, tree removal, lighting, flooring, and structural reinforcement
* Fees incurred for project estimates or bids
* Site evaluation expenses
* Engineering expenses incurred prior to project funding
* Landscaping costs
* Construction bond costs
* Future maintenance or repair costs
* Donated, in-kind, or volunteer materials or labor

**E. Project timeline**

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| --- | --- | --- |
| **PROJECT TIMELINE** | | |
| Please provide estimated dates for project milestones listed below, and any additional comments regarding project timeline. | | |
| Milestone | Date | Comments |
| Award notification | Early December 2020 | Approx. |
| 50% of award provided | By January 15, 2021 | After contracting with installer |
| Equipment procured |  |  |
| Drawings and engineering completed |  |  |
| Permits received |  |  |
| Equipment delivered |  |  |
| Construction begins |  |  |
| Construction completed |  |  |
| Inspections and interconnection completed |  |  |
| Commissioning  (must be completed by July 31, 2021) |  |  |
| Remainder of award provided | By August 2021 | After system commissioning |
| Additional comments regarding timeline: | | |
|  | | |

**F. Supplemental document checklist**

**Applicants must include the following required application documents for their project to be considered for funding.** Please submit this completed checklist along with your application. If any required documents are not included, please identify the reason below.

**Required application documents**

Please clearly label each attachment included in your application with the following **bolded** labels.

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| --- | --- |
|  | **Site evaluation**. Must include a solar resource assessment and energy production estimate. Describe any potential future shading from buildings based on zoning and planned development. Include photos of proposed project site and/or building with captions (compiled into a PDF). |
|  | **Equipment specifications.** Include warranty and performance information for modules, inverter(s), racking, and any other major system components to be installed. |
|  | **Site control agreement.** If site is not owned by project applicant, provide a copy of the long-term lease agreement and written approval from the property owner to pursue and, if awarded, install the project. |
|  | **Installer bids.** Proposals or bids to support budget estimates, from at a minimum, the selected installer, and up to two additional installers. Bid from the selected installer must be valid through January 31, 2021. |
|  | **Certification.** Signed certification form (provided by PSE). |
|  | **Justification for missing documentation:** |
|  |  |