Applications due Sept. 8, 2023 by 5 p.m. (PST)

**Background**

In 2023, Green Power will offer competitive funding awards to local non-profits (501(c)(3)), public housing authorities, and tribal entities to install solar on their facilities. This grant is funded through PSE’s Green Power and Solar Choice customers to bring local, community-oriented solar projects to PSE’s electric service area, while providing vital support to those in need through lower utility bills for our low-income and/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. Please be more detailed than not when responding to questions. This will help us adequately review your proposed project. Puget Sound Energy and/or its designee may contact the applicant for further information, so please provide current contact information.

**Step 3:** Submit the completed application form and supplemental documents to Puget Sound Energy on or before Sept. 8, 2023 by 5 p.m. (PST) by sending all files to [psegreenpower@pse.com](mailto:psegreenpower@pse.com) with “Green Power Solar 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 by September 7, 2023 to [psegreenpower@pse.com](mailto:psegreenpower@pse.com) with “Green Power Solar Grant” in the subject line. Responses will be emailed directly to the applicant and posted on the [PSE website](file:///C:\Users\hmulli\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\K9JQNILK\pse.com\applygpsg) biweekly in a FAQ format.

**Application/award timeline**

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| June 21, 2023 | Applications launch |
| Sept. 7, 2023 | Final day to submit questions to [psegreenpower@pse.com](mailto:psegreenpower@pse.com). |
| Sept. 8, 2023 | 5 p.m. (PST): Submission deadline for application and supplemental documents |
| Dec. 2022 | 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: If awarded, project installations must be completed by Sept. 30, 2024.

**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 (501(c)(3)), public housing authority, or tribal entity, and do they serve low-income and/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 total solar resource fraction (TSRF) at least a 75% average of 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. |  |
| **Will the solar array be connected to a building with permanent PSE electric service in place?** | Yes  No, the building is being constructed, permanent electric service is not in place and the applicant does not yet have an electric account here |
| **Site owner**  Include lessee/lessor information in any case where site is not owned by applying organization. If applicant is the site owner, enter “N/A”. |  |
| **Will the entire system be connected to one or multiple PSE electric meters**? If multiple, please provide the following answers for each PSE metered service: |  |
| **PSE Account Number**  This is 12 digits, beginning with a 2. Please note if the building has multiple accounts. |  |
| **PSE Electric Meter**  This is a ten character string, with the first being a letter |  |
| **Account holder**  Who is listed on the PSE electric bill? Please note if this is different than the applicant for grant funding. |  |
| **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 an average of 75% TSRF of all points in the proposed solar array. |  |
| **Is this project a new solar installation or the extension of an existing solar array?** | New solar installation  Extension of an existing solar array |

**C. Project narrative**

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| **PROJECT FEASIBILITY** |
| 1. **Provide a brief summary of the proposed solar project.** |
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| 1. **Please describe the project team that will be leading the installation to completion.** |
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| 1. **Describe the qualifications of the chosen installer, including their experience with similar projects.** |
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| 1. **Describe the current status of the project. Include planning and design work that has been completed to date.** |
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| 1. **Identify potential challenges and risks to completing the project on time and within budget, and your strategy for mitigating each of those risks.** Please include any resourcing constraints you may be experiencing. |
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| 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 does your organization serve low-income and/or Black, Indigenous, and People of Color (BIPOC) community members?** |
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| 1. **How will the applicant’s lower utility bills, as a result of this solar project, be used to benefit low-income and/or Black, Indigenous, and People of Color (BIPOC) community members?** Please be specific about these tangible benefits. Examples may include increased services, reduced membership fees, etc. |
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| 1. **Describe the applicant’s and/or project team’s demonstrated commitment to diversity, equity and inclusion.** This may include projects, internal policies, trainings, and other demonstrated commitments. Diversity in this context may include, but is not limited to, racial diversity, socioeconomic diversity, gender diversity, etc. |
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| 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. |
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| **RECOGNITION AND AWARENESS** | |
| 1. **Will the solar project be physically visible? Is there a suitable location for signage recognizing the PSE Green Power and Solar Choice programs?** 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. |
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| 1. **Are funds from the Green Power Solar Grant imperative to make the project successful? Please explain.** |
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| **OTHER (OPTIONAL)** |
| 1. **Please share how you heard about this grant** Examples: A PSE staff member, a solar installer, a past recipient, pse.com, social media, etc. |
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| 1. **Please share the number of employees and volunteers your entity relies on to complete your mission.** |
| \_\_\_ Employees  \_\_\_ Volunteers  \_\_\_ Other employment type  Please specify: |
| 1. **What diversity, equity and inclusion programs do you plan to or wish you could implement in the future?** What has made it difficult to implement these programs to date?   If applicants are looking for DEI programs or trainings, please reference the DEI Resources document in the package of application materials. |
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| 1. **Please insert testimonials or letters of support from clients or community members you serve in the space below or as supplemental documents to this application.** |
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| 1. **Review panel staff may conduct an online search of applicants’ history and reputation within the community. This includes but is not limited to online reviews. Knowing this, is there anything you’d like to preemptively address?** |
|  |
| 1. **Does the project provide any workforce development opportunities to low-income and/or BIPOC community members?** This may include opportunities to work on the installation, additional workforce-related educational opportunities, or similar. |
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| 1. **If awarded, is the applicant interested in selling** [**Renewable Energy Certificates**](https://www.epa.gov/green-power-markets/renewable-energy-certificates-recs) **(RECs) for this project to PSE?** RECs are a market-based instrument that represent the non-power, “green” attributes of renewable electricity generation. If sold the owning organization cannot claim the solar as part of a sustainability plan or measure for the life of the REC contract. However, selling the RECs as part of a short or long-term contract creates an income stream for the life of the contract. You are not beholden to this answer, if awarded. Your answer to this question will not impact PSE’s decision to fund your project. |
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**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, 2024.  Note: Projects located on an existing building may include a contingency fund for necessary electrical upgrades (e.g. for electrical panels), representing no more than 5% of the total project budget. | | |
| **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) |  |  |
| Marketing, education and outreach costs, not to exceed $1,000 (please itemize) |  |  |
| **TOTAL ELIGIBLE PROJECT COSTS** |  | |
| **ADDITIONAL FUNDING SOURCES**  If funding request is less than 100% of project costs, please be clear about the source of additional funding. |  | |
| **TAX INCENTIVES/CREDITS**  Are you planning to take state or federal tax credits or incentives associated with this installation? If so, please explain how they factor into your overall project budget. |  | |

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

* Activities not directly associated with the capital costs of 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
* Equipment (e.g. monitors) used to display solar production at the site
* 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 | December 2023 | Approx. |
| 50% of award provided | January 2024 | Or 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 Sept. 30, 2024) |  |  |
| Remainder of award provided | By Oct. 1, 2024 | Or after system commissioning |
| Additional comments regarding timeline: | | |
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**F. Supplemental document checklist**

**Required application documents**

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

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.

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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 Jan. 31, 2024. |
|  | **Certification.** Signed certification form (provided by PSE). |
|  | **Justification for missing documentation:** |
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**Optional application documents**

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

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|  | **Testimonials or letters of support (optional).** Applicants may show their community impact and the satisfaction of their clients by submitting testimonials or letters of support as supplemental documents to this. |