



## Small Scale Solar Funding

### Request for Projects

- Direct-ownership Projects (D.O)
- Hardcopies are no longer required
- Please submit a complete electronic copy for all sections
- Submit applications to: [REF@commerceri.com](mailto:REF@commerceri.com)
- Block Deadlines can be found at:  
<http://commerceri.com/finance-business/renewable-energy-fund/small-scale-projects/>

## Small Scale Solar Funding:

Items highlighted in **green** indicate changes since Block **17**.

### PURPOSE:

The Rhode Island Commerce Corporation (Commerce RI) seeks to fund small scale renewable energy projects to generate electricity. All projects must be in accordance with the [Rules and Regulations for the Renewable Energy Fund Development Programs](#). All applications for project funding should be submitted on forms found on [Commerce RI's website](#). Applications will be accepted any time during the open solicitation period.

### ELIGIBLE TECHNOLOGIES:

- Solar Photovoltaic (PV)
- Solar Domestic Hot Water (SDHW)

\* Incentives are only available for systems that have not been installed (partially or completely) prior to REF approval of an incentive application submitted.

\* **The grants are funded per project (per meter).**

### ELIGIBLE SECTORS:

- Residential
- Businesses
- Affordable Housing
- Non-profits
- State Facilities
- Municipalities

### APPLICATION INSTRUCTIONS:

The application process has been restructured to accommodate an increasing number of projects. Application materials are split into three sections which allow individual projects (Section 2) to be submitted on a rolling basis within the deadline period. Individual projects may be submitted after **Section 1** is complete. The third and final section of the application is due at the application due date. Incomplete applications will not be considered. Please refer to the table below for instructions:

<b>Section 1:</b>	To open your application, please submit <b>Section 1</b> which includes information about your company, qualifications of personnel, and an application authorization form.
<b>Section 2:</b>	To submit a project or multiple projects please submit a complete <b>Section 2</b> which contains all required documentation for an individual project. Section II includes a detailed project checklist with all required attachments and a site-specific data form. The REF will reserve funds as a first come, first served basis as Section 2 applications are submitted. This could be submitted anytime within the deadline period only after the section 1 has been submitted and before the section 3 has been submitted.
<b>Section 3:</b>	To complete an application please submit <b>Section 3</b> which contains an application overview and executive summary. Section III must be submitted by the application due date. This indicates that the application will now be closed out for the block and ready for review.

**PROJECT FUNDING:**

<b>Solar PV Projects</b>			
Valid through Block #18			
Type	Funding	Size	Max
D.O*	\$1.00/W	Up to 8kW (Anything above will receive the max funding)	\$8,000/project \$150,000/application
All funding levels are subject to change. Notification towards changes would be made a block prior.			

\*D. O: Direct Ownership

<b>Solar PV:</b>	Commerce RI will award grant money based on the rated DC capacity per solar project	<ul style="list-style-type: none"> <li>Funding level in chart above</li> </ul>
<b>SDHW:</b>	Commerce RI will award grants based on the total contract price to install the system.	<ul style="list-style-type: none"> <li>25% of total contract price</li> <li>Maximum funding level is capped at \$4,000.00 per housing or small business unit with 25% of total contract price.</li> </ul>

- Funding level information and remaining balance is located on the REF webpage.
- All funding levels are subject to change.
- Notification towards funding level changes would be made a block prior.
- Subject to availability of funds

For more details and updates, please refer to the REF webpage under "Grant Funding Level Information."  
<http://commerceri.com/finance-business/renewable-energy-fund/>



## GENERAL REQUIREMENTS:

<b>QUALIFICATION INFORMATION</b>	
The applicant should be a solar contractor, 3 <sup>rd</sup> party finance company, or other professional entity approved by Commerce RI.	
<b>Registered in Rhode Island:</b>	Applicant/Installer registered to do business in RI ( <a href="http://www.sos.ri.gov/divisions/business-portal">http://www.sos.ri.gov/divisions/business-portal</a> )
<b>Registered with the State of Rhode Island Contractors' Registration and Licensing Board</b>	Rhode Island law requires anyone who is in the business of commercial construction, home construction, alterations, remodeling, or repair to residents to be registered with the State of Rhode Island Contractors' Registration and Licensing Board. <a href="http://www.crb.state.ri.us/">http://www.crb.state.ri.us/</a>  Please provide a scanned copy of the registration card.
<b>Rhode Island Renewable Energy Professional License (REP):</b>	<ul style="list-style-type: none"> <li>• This is a sub-license of an electrical license. A master electrician can do everything under the REP. One of the 2 are sufficient.</li> <li>• All sub-contractors are under the responsibility of the developer/installer</li> <li>• This license is required if you plan to advertise or respond to state RFPs for solar installations.</li> <li>• Please read the description and FAQ section for clarity. You can apply through the link provided: <a href="http://www.energy.ri.gov/renewable/REP/">http://www.energy.ri.gov/renewable/REP/</a></li> </ul>
<b>Master Electrician License:</b>	The Electrical Contractor's License already includes the work allowed by the REP limited license. Only contractors or individuals without an electrical license are required to obtain the REP limited license to perform ancillary non-electrical work on renewable energy systems. Please provide this information in the application.

## FOR EACH INDIVIDUAL PROJECT:

REQUIRED ITEMS	DESCRIPTIONS
<b>1. Application</b>	Fill out all fields within the Small-Scale application. Complete Section 1, 2, and 3.
<b>2. Energy Audit:</b>	<ul style="list-style-type: none"> <li>• Project site owners must have conducted an energy audit prior to application submittal. Proof must be included with application. If new construction or a major renovation causes the energy audit to be unavailable or inaccurate, please submit a detailed prediction of onsite electricity demand. This "energy use model" should include a list of all major equipment to be installed and associated estimates of electrical consumption.</li> <li>• For new buildings or buildings with no energy history: Those properties built on and after 10/1/13 will be exempt from an energy audit. What we would</li> </ul>

	ask for is any documented proof of when the property was built (property tax document, house design document, ownership document, building permit etc.). For no energy history, we would only ask for the next/first billing cycle.
<b>3. A signed turnkey contract</b>	Between the project site owner and a renewable energy installer or developer must be included with the application. The contract should be contingent upon receiving funding from Commerce RI's Renewable Energy Fund. Evidence of a 3-year minimum workmanship warranty should be included in the contract.
<b>4. Electrical drawing</b>	<ul style="list-style-type: none"> <li>• <b>For PV only:</b> One-line or three-line electrical drawing must be included with application.</li> <li>• <b>For SDHW only:</b> Cross-section drawing of roof showing the size, spacing, and rafter run.</li> </ul>
<b>5. ROI/simple payback</b>	<ul style="list-style-type: none"> <li>• Project Financial Analysis illustrating Simple Payback Calculation, Cash Flows, and Return on Investment (ROI). This could also include a financial analysis or a proposed savings document.</li> </ul>
<b>6. Electricity Bill</b>	<p>A complete copy of most recent electricity bill (if new construction, please include a request for service from National Grid)</p> <ul style="list-style-type: none"> <li>• For new buildings or buildings with no energy history, this would be an exception. We will accept the electricity bill once they receive them for the first month. Just make sure that you mention this in the application as well. Or an Electrical Service request from the utility. <a href="https://www9.nationalgridus.com/narragansett/construction/forms/work_request.asp">https://www9.nationalgridus.com/narragansett/construction/forms/work_request.asp</a></li> </ul>
<b>7. Layout Drawing</b>	Drawing of the project showing location of all major components. Including evidence that a revenue grade meter is installed at the project.
<b>8. One (1) aerial image</b>	Image of the site from Microsoft Virtual Earth, Google Earth, or similar source with the building or site clearly identified
<b>9. A minimum 3-year workmanship</b>	A minimum <b>3-year workmanship</b> warranty on labor associated with the installation. Include a copy of workmanship warranty (if not included with turnkey contract).
<b>10. W-9</b>	Completed W-9 Form from the installer company. Form can be found here: <a href="http://www.irs.gov/pub/irs-pdf/fw9.pdf">http://www.irs.gov/pub/irs-pdf/fw9.pdf</a>
<b>11. North facing photo</b>	One (1) photo of the project location taken from the south looking northward toward the building or site.
<b>12. Shade analysis or diagram</b>	Please refer to the <b>REF Minimum Technical Requirements</b> Document posted on the REF webpage for full details: <a href="http://commerceri.com/finance-business/renewable-energy-fund/">http://commerceri.com/finance-business/renewable-energy-fund/</a>

<b>13. Manufacturer's specifications</b>	<ul style="list-style-type: none"> <li>1) For <b>panels</b> to be installed</li> <li>2) For <b>inverter(s)</b> to be installed</li> </ul>
<b>14. Final Inspection:</b>	Commerce RI reserves the right to inspect all projects before final funding is released.
<b>15. Project Completion:</b>	Projects must be completed within <b>twelve (12) months</b> of contract signing.

**For all other Questions:**  
Please contact REF staff at [REF@commerceri.com](mailto:REF@commerceri.com) for application questions.

