



Community Renewables

Program Application

Section 1: Intent to Open an Application

Program details and application instructions can be found at:
<http://commerceri.com/finance-business/renewable-energy-fund/>

Rhode Island Renewable Energy Fund Submission Instructions

Submit the complete electronic copy of the application to REF@commerceri.com

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

**Rhode Island Commerce Corporation
Attn: Annie Ratanasim
315 Iron Horse Way, Suite 101
Providence, RI 02908**

Please submit applications and questions to the REF Staff members 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 401-278-9100.
- **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 401-278-9100, or may be accessed online at: <http://commerceri.com/wp-content/uploads/2017/12/REF-Rules-and-Regulations-2017-870-RICR-20-00-1-.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 which 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.**

Rhode Island Renewable Energy Fund (REF) Frequently Asked Questions

1.) Who is eligible for the REF Community Renewables Program?

- National Grid customers with an A-60 or A-16 rate code
- Please refer to Rules and Regulations: <http://commerceri.com/wp-content/uploads/2017/12/REF-Rules-and-Regulations-2017-870-RICR-20-00-1-.pdf>

2.) A Community Renewables REF grant cannot be combined with the Rhode Island Housing Low or Moderate-Income (LMI) Housing Eligible Credit Recipient Program. Why not?

- The Rhode Island Housing Low/ Moderate-Income (LMI) Housing Eligible Credit Recipient Program works directly with housing developments and are not directed toward tenants. The REF Community Renewables Program works with a solar developer on behalf of their individual National Grid residential energy account holder recipients (subscribers).

3.) How does the application work?

- First come, first served, rolling basis application process.
- The community solar installer applies to the REF on behalf of their subscribers (host customers) and passes the grant along to their subscribers.
- Please review the Community Renewables Program Request for Projects document for full details on the application process.
- Application is open for submission until the program budget has been reached. Please check the REF website for updates.

A. Applicant Information

<p>System Owner Name (Applicant):</p> <p>(An individual or entity that applies to REF. The System Owner is the owner of the project)</p>	
<p>Installer Company Name (if different from system owner):</p> <p>(The Primary Installer is the entity responsible for the project installation. The Primary Installer must be a professional contractor licensed to conduct business in Rhode Island. Any electrical work performed on the installation must be conducted by an electrician holding a valid and current license in Rhode Island.)</p>	
<p>Community Solar Developer company name: (if different from System Owner/Installer)</p> <p>(A business that is selected to develop and administer a community solar project.)</p>	
<p>Subscriber Management Company:</p> <p>(if any or different from System Owner/Installer/Developer)</p>	
<p>REF Grant Receiver (Payee):</p> <p>(Who will be receiving the REF grant? Please provide the payees' W-9)</p>	<p><input type="checkbox"/> System Owner <input type="checkbox"/> Solar Developer</p> <p><input type="checkbox"/> Installer <input type="checkbox"/> Management Company</p>
System Owner Company Address:	
System Owner Company City, State, Zip:	
System Owner Company Contact Name:	
System Owner Company Phone:	
System Owner Company Email:	
System Owner Company Website:	
<p>Describe the Community solar developer presence in Rhode Island</p> <p>(Including number of employees, percentage of total employees in RI, and history of doing business in RI)</p>	



B. Site Information

Project Site Address:	
Project Site Town and Zip Code:	

C. Qualifications of Project Personnel

Qualification Information:
All items listed below are required from the Installation company listed above as the Installer

Confirmation from National Grid	Proof of enrollment confirmation into the National Grid Community Net Metering Pilot- In the form of an email from National Grid. https://www9.nationalgridus.com/narragansett/business/energyeff/4_net-mtr.asp <input type="checkbox"/> Yes <input type="checkbox"/> No- If so, provide timeline for enrollment
Installer registered in RI: (http://www.sos.ri.gov/divisions/business-portal)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Registered with the State of Rhode Island Contractors' Registration and Licensing Board:	Registration #:
Rhode Island Renewable Energy Professional Certificate (REP) information: (If not, please provide before construction)	Certificate #:
Master Electrician Information: (If not, please provide before construction)	Name:
	License #:
	Company:
	Summary of PV Experience:



Personnel Information

Please summarize the selected installer 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:	



D. Project Attachments

Submit the following documents for the project. Mark “Yes or No” in each box. If any of the attachments are absent, please provide an explanation. The full definition of each attachment is found in the Request for Projects document.

Attachments:	YES/NO	If No, please explain
1. Electrical drawing - One Line or three-line Electrical Diagram		
2. Layout Drawing		
3. Project Timeline (include all milestones including permitting, inspections, and commissioning)		
4. Subscriber Management Plan		
5. Completed W-9 Form from the installer company. Form can be found here: http://www.irs.gov/pub/irs-pdf/fw9.pdf		



E. 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).

By signing, 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 RI COMMERCE or of the State, has not been disqualified from an awarded contract with RI COMMERCE or the State, and has never defaulted on work awarded by the RI COMMERCE 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 RI COMMERCE Renewable Energy Fund.
- The Applicant understands that subscribers participating in the Renewable Energy Fund Program are not eligible for participation in the Rhode Island Housing Low or Moderate-Income (LMI) Housing Eligible Credit Recipient Program.
- The Applicant understands that 100% of the grant awarded will be passed on to their subscribers in the form of a bill credit onto their community solar bill. Any unused grant amount will be refunded to the REF unless applicant indicates subscriber replacements at least 30 days from the initial cancelation.

Category:	Please print. Sign after the "X" ¹
1. Legal Name of System Developer:	
Name of Authorized Representative:	
Date Signed:	
Signature of Community Solar Developer Authorized Representative: (If different from System Owner/Installer)	X
2. Legal Name of System Owner:	
Name of Authorized Representative:	
Date Signed:	
Signature of System Owner Authorized Representative: (If different from developer/Installer)	X

¹ Electronic signatures are acceptable.





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Section 2: Individual Project Submissions (Subscribers)



F. Required Project Attachments/Information

Submit the following documents for each project site. Please submit a completed chart and mark “Yes” or “No” in each box. If any of the attachments are absent, please provide an explanation. The full definition of each attachment is found in the Request for Projects document.

Attachments:	YES/NO	If No, please explain
1. Signed Agreement <ul style="list-style-type: none"> Contract between the System Owner and Subscriber 		
2. Subscriber Electricity Bill <ul style="list-style-type: none"> The name on the electricity bill must be the same as the subscribers’ name. If not, please explain. 		

Please fill out this table in its entirety for each Subscriber.

Subscribers Full Name: (The Subscribers are the host customers of the System Owner; the electric bill and the subscribers’ name should match, if not, please explain)	
Subscriber Email:	
Subscriber Phone Number:	
Subscriber Address:	
Subscriber System Size (as included on the Schedule B):	_____ kWh



G. Proposed Subscriber Savings

Please place an “X” in for the subscribers’ rate code and sign for each subscriber.

Recipient	National Grid Rate Code	Flat Rebate Grant Amount	Place an “X” on eligibility
Low-to-Moderate-Income (LMI):	A-60	\$500/subscriber	
Basic Residential:	A-16	\$300/subscriber	

By signing, I certify that:

- The Applicant and Subscriber are aware that the one- time total grant amount received, will be passed through to the Subscriber in the form of a bill credit onto their community solar bill, until the grant amount is depleted.

Category:	Please print. Sign after the “X”²
1. Legal Name of Subscriber:	
Signature of Subscriber:	X
Date Signed:	
2. Name of Authorized Representative:	
Signature of System Owner/Developer Authorized representative:	X
Date Signed:	

² Electronic signatures are acceptable.





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Section 3: Final Application Submission



H. Required Attachments for Application

Please Submit the following items:

Attachment	Yes/No	If no, please explain
Shade analysis or diagram		
Manufacturer equipment specification sheets (panels & inverters)		
Schedule B: https://www9.nationalgridus.com/narragansett/business/energyeff/4_net-mtr.asp		

I. Project Overview

Please calculate the total number of projects, kilowatts and dollar amount incentive you are applying for:

For how many total subscribers are you applying?	_____
Total System Size	_____ total kW
Total REF Amount Requested: (Not to exceed \$600,000)	\$ _____

