



Community Renewables

Request for Projects

- Hardcopies are not required
- Please submit a complete electronic copy for all sections
- Submit applications to: REF@commerceri.com
- Further details can be found at:
 - <http://commerceri.com/finance-business/renewable-energy-fund/>

Community Renewables Program:

PURPOSE:

The Rhode Island Commerce Corporation (Commerce RI) seeks to fund Community Renewables projects. 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](#).

The REF Community Renewables Program is designed to facilitate the emerging community solar market in Rhode Island. The Community Solar System Owner will apply on behalf of their subscribers and pass through the grant amount in the form of a discount on their community solar subscription.

ELIGIBLE TECHNOLOGIES:

- Solar Photovoltaic (PV).
- All other innovative technologies must be approved administratively by the REF staff pursuant to RIGL§ 39-26-7 *

* Currently, only solar projects are eligible

ELIGIBLE SECTORS:

- National Grid customers with an A-60 or A-16 rate code
- Low to Moderate Income Housing sector- per qualification*
- All other sectors must be approved by REF staff

* This section is currently unavailable

PROJECT FUNDING:

The Community Renewables Program is structured as a first come, first served, rolling basis application process. As a pilot program, there is \$600,000 allocated. The Community Solar Developer will pass on the grants to the subscribers in a form of a bill credit onto their community solar bill.

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

Examples of passing through the savings to the subscriber:

- Applying the grant amount towards any subscribers' upfront costs, towards their monthly subscription payments, towards their rate, maintenance fees, deposit fees, etc.

Community Renewables Program:

GENERAL APPLICATION PROCESS OVERVIEW:

Step	Process	Description
1	Proof of Enrollment	Provide proof of enrollment confirmation into the National Grid Community Net Metering Pilot- (National Grid confirmation email). Community Remote Net Metering Pilot: https://www9.nationalgridus.com/narragansett/business/energyeff/4_net-mtr.asp
2	General Requirements	Follow application instructions and provide all general requirements listed in the three sections below.
3	Submit Application	Community solar developer company applies for the grant program on behalf of their subscribers.
4	Approval Process	Award Letter/ Denial Letter will be distributed after all application items (sections 1-3) have been submitted and completed.
5	Grant Agreement	Execute a grant agreement between RI Commerce and community solar developer company.
6	Funded	After and confirmation of subscriber's schedule b and required documents, payment request will be submitted to RI Commerce Accounting Department for payment disbursement.
7	Pre-Construction Report	<ul style="list-style-type: none"> • Must include subcontractor/electrician information before construction • Provide copies of licenses/certification • Template will be provided
Construction Complete		
8	Project Inspection	Once Schedule B is confirmed and all required completion documents are submitted and complete, REF will send project to be scheduled for an inspection.
Reporting		
9	Quarterly Report	<ul style="list-style-type: none"> • REF will require a quarterly report after funds have been disbursed. <ul style="list-style-type: none"> • Template will be provided. • Must provide a summary of how the grants were applied to benefit the subscribers. <ul style="list-style-type: none"> • Template will be provided. • Schedule B updates • Length of reporting will be for a period of two (2) years or unless otherwise specified by REF staff.
10	Customer Report Update	REF will require a report update on subscribers that used up all their funds or cancelled their subscriptions. Template will be provided.



Community Renewables Program:

APPLICATION INSTRUCTIONS:

- The application is broken down into three sections in chronological order.
- First come, first served, rolling basis application process.
- Application is open for submission until the program budget has been reached. Please check the REF website for updates.
- This application is designed for one community solar project with multiple subscribers.
- System Owners may have multiple community solar projects under development.
- System Owners may submit only one Community Renewable application per community solar project.
- It is highly encouraged that System Owners meet with the Renewable Energy staff prior to applying.

Please refer to the table below for application instructions:

Sections	Category	Application Description Overview
1	Intent to Open an Application	<ul style="list-style-type: none"> • To open the application, submit Section 1 which includes information about the System Owner’s company, qualifications of personnel, required attachments and an application authorization form. • This section will provide basic information related to the community solar project. • A project acknowledgment letter will be submitted to the System Owner after Section 1 of the application is submitted and reviewed by REF staff.
2	Individual Project Submissions (Subscribers)	<ul style="list-style-type: none"> • Section 2, and the required back up documentation, will need to be submitted for each subscriber. • It is expected that there will be several Section 2 forms submitted for each application. • All subscribers that have provided a Section 2 of the application should be listed on the Schedule B provided to National Grid. <ul style="list-style-type: none"> ○ If a change is made to the Schedule B, the REF must be notified. • Section 2 documents can be submitted at any time on a rolling basis, but only after Section 1 has been submitted and before Section 3 has been submitted.
3-	Final Application Submission	<ul style="list-style-type: none"> • To finalize the application, submit Section 3 which contains an application overview. • This three-part application allows for System Owner flexibility and subscribers to be added on a rolling basis. <ul style="list-style-type: none"> ○ A final award letter will be sent to the System Owner after Section 3 of the application is submitted. Section 3 must include a copy of the most recent submission of the project Schedule B submitted to National Grid.

Community Renewables Program:

SECTION 1: Intent to Open an Application

Qualification Information

The applicant should be a solar contractor, 3rd party finance company, or other business entity approved by RI Commerce.

1. Confirmation from National Grid	Proof of enrollment confirmation into the National Grid Community Net Metering Pilot- (Please attach the National Grid confirmation email) https://www9.nationalgridus.com/narragansett/business/energyeff/4_net-mtr.asp
2. Registered in Rhode Island:	Applicant/Installer must be registered to do business in RI (http://www.sos.ri.gov/divisions/business-portal)
3. Registered with the State of Rhode Island Contractors' Registration and Licensing Board	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. http://www.crb.state.ri.us/ Please provide a scanned copy of the registration card.
4. Rhode Island Renewable Energy Professional License (REP):	<ul style="list-style-type: none"> • This is a sub-license of an electrical license. A master electrician can do everything under the REP. One of the 2 are sufficient. • All sub-contractors are under the responsibility of the developer/installer • This license is required if you plan to advertise or respond to state RFPs for solar installations. • Please read the description and FAQ section for clarity. You can apply through the link provided: http://www.energy.ri.gov/renewable/REP/ • Provide evidence before construction
5. Master Electrician License:	<ul style="list-style-type: none"> • 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. • If known, provide evidence before construction.

Project Attachment Requirements

1. Electrical drawing	One Line or three-line Electrical Diagram drawing must be included with application.
2. Layout Drawing	Drawing of the project showing location of all major components. Including evidence that a revenue grade meter is installed at the project.
3. Project Timeline	Must include all milestones including permitting, inspections, and commissioning
4. Subscriber Management Plan	Provide details to your subscriber management plan. This should include the proposed customer subscription cost. Also, include the type of software being utilized, how subscribers will be internally managed, plans for ongoing communication with subscribers, how often the Schedule B will be updated with National Grid and any other relevant information.
5. W-9	Completed W-9 Form from the installer company. Form can be found here: http://www.irs.gov/pub/irs-pdf/fw9.pdf

Community Renewables Program:

SECTION 2: For Each Individual Project	
Required Items	Descriptions
1. Electricity Bill	A complete copy of most recent electricity bill (if new construction, please include a request for service from National Grid) (Section 2). The name on the electricity bill must be the same as the subscribers' name. <i>If not, please explain.</i>
2. Signed Agreement	An agreement/contract between the project site owner/installer/developer and the subscriber must be included with the application. <ul style="list-style-type: none"> Developer must include reference to passing through savings in the turnkey contract. Must indicate where the reduction is applied for each subscriber.
3. Project Completion:	Projects must be completed within twenty-four (24) months of signing of grant agreement.

SECTION 3: Final Application Submission	
Required Items	Descriptions
Shade analysis or diagram	Please refer to the REF Minimum Technical Requirements Document posted on the REF webpage for full details: http://commerceri.com/wp-content/uploads/2017/12/RI-REF-Minimum-Tech-Reqs-12.13.17.pdf
Manufacturer's specifications	For panels to be installed For inverter(s) to be installed
Schedule B	Prior to receiving permission to operate, you must provide a completed Schedule B https://www9.nationalgridus.com/narragansett/business/energyeff/4_net-mtr.asp
Final Inspection:	RI Commerce reserves the right to inspect all projects before final funding is released

Community Renewables Program:

Glossary of Terms	
Community remote net-metering system: “Community solar”	This means a facility generating electricity using an eligible net-metering resource which allocates net metering credits
Community solar developer: “Developer”	A business that is selected to develop and administer a community solar project.
Subscriber:	This is the eligible recipient named on the National Grid electric utility account as the party responsible for paying the bills for the utility meter associated with a specific community remote net metering project. (i.e., host customer, recipient)
Net Metering¹	Net metering allows customers who generate their own electricity from solar power to feed electricity they do not use back into the grid.
Virtual Net metering²	Virtual net metering (VNM) is a bill crediting system for community solar. It refers to when solar is not used on-site but is instead externally installed and shared among subscribers. In this case, you receive credits on your electric bill for excess energy produced by your share of a solar installation.

For all other Questions:

Please contact REF staff at REF@commerceri.com for application questions.

¹ <http://www.seia.org/policy/distributed-solar/net-metering>

² <http://news.energysage.com/virtual-net-metering-what-is-it-how-does-it-work/>