



Small-Scale Program

Request for Projects

Eligibility Checklist- Questions for potential applicants:

Eligibility Questions:	Yes/No
1. Do you own the property in which you want to install solar?	
2. Does the area in which you want to install solar have good-decent access to the sun? <i>(If unsure, please ask your installer about the shade analysis report being at a minimum of 80% TSRF)</i>	
3. Is the property in which you want to install solar located in Rhode Island?	
4. Will your project be net metered?	

(If you answer **no** to any of these questions, you may not be eligible. If you are unsure about the questions, please contact REF@commerceri.com)

Things to know:

- The Renewable Energy Fund (REF) and National Grid Renewable Energy Growth (REG) programs cannot be combined. It is only allowed for applicants to choose between one. Not both.
- The REF Grant Programs are for net metering projects only.
- Must own the property where the project will be installed. If that land is leased, an agreement with the owner must be executed.
- Projects must be located in Rhode Island.
- Applicants can only apply for one grant program per individual project. Cannot combine.
- The REF Grant Programs are for Direct-ownership Projects (D.O) only.
- Please submit a complete electronic copy for all sections
 - Submit applications to: REF@commerceri.com
- Deadlines can be found at:

<http://commerceri.com/finance-business/renewable-energy-fund/small-scale-projects/>



Items highlighted in **green** indicate changes since Block **18**.

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)
- Solar Plus Storage (currently not eligible for funding- TBD on future funding)

- 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, per property).

ELIGIBLE SECTORS:

- 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. **Section 3**- the 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:

Section 1:	<ul style="list-style-type: none"> Is only needed once (per company) each round; To open your application, please submit Section 1 which includes information about your company, qualifications of personnel, and an application authorization form.
Section 2:	<ul style="list-style-type: none"> Submit for every individual customer that you are applying on behalf of; To submit a project or multiple projects please submit a complete Section 2 which contains all required documentation for an individual project. Section 2 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.
Section 3:	<ul style="list-style-type: none"> Is only needed once (per company) each round; To complete an application please submit Section 3 which contains an application overview and executive summary. Section 3 indicates that the application will now be closed out for the round and is ready to be reviewed for approval.
Excel Sheet	<ul style="list-style-type: none"> You can use the excel spreadsheet template titled "Project Checklist" to list out and organize your projects.

PROJECT FUNDING:

Solar PV Projects			
Valid through Round #19-20			
Type	Funding	Size	Max
D.O*	\$0.90/W	Up to 8.333kW (Anything above will receive the max funding)	\$7,500/project \$150,000/application
*D. O: Direct Ownership			

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

- 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/>



QUALIFICATIONS:

QUALIFICATION INFORMATION	
The applicant should be a solar contractor, 3 rd party finance company, or other professional entity approved by Commerce RI.	
Registered in Rhode Island:	Applicant/Installer registered to do business in RI (http://www.sos.ri.gov/divisions/business-portal)
Registered with the State of Rhode Island Contractors' Registration and Licensing Board	<ul style="list-style-type: none"> • 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.
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 two 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/
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.
W-9	Completed W-9 Form from the installer company. Form can be found here: http://www.irs.gov/pub/irs-pdf/fw9.pdf

REQUIREMENTS FOR EACH INDIVIDUAL PROJECT:

REQUIRED ITEMS	DESCRIPTIONS
1. Application	Fill out all fields within the Small-Scale application. Complete Section 1, 2, and 3.
2. An executed turnkey contract	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.
3. Electrical drawing	<ul style="list-style-type: none"> • For PV only: One-line or three-line electrical drawing must be included with application. • For SDHW only: Cross-section drawing of roof showing the size, spacing, and rafter run.
4. Electricity Bill	<p>A complete copy of most recent (less than a year old) electricity bill (if new construction, please include a request for service from National Grid)</p> <p>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.</p> <p>https://www9.nationalgridus.com/narragansett/construction/forms/work_request.asp</p>
5. Layout Drawing	Drawing of the project showing location of all major components. Including evidence that a revenue grade meter is installed at the project.
6. One (1) aerial image	Image of the site from Microsoft Virtual Earth, Google Earth, or similar source with the building or site clearly identified
7. A minimum 3-year workmanship	A minimum 3-year workmanship warranty on labor associated with the installation. Include a copy of workmanship warranty (if not included with turnkey contract).
8. North facing photo	One (1) photo of the project location taken from the south looking northward toward the building or site.
9. Shade analysis or diagram	Please refer to the REF Minimum Technical Requirements Document posted on the REF webpage for full details: https://commerceri.com/wp-content/uploads/2018/03/RI-REF-Minimum-Tech-Reqs-12.13.17.pdf
10. Manufacturer's specifications	<ol style="list-style-type: none"> 1) For panels to be installed 2) For inverter(s) to be installed
11. Final Inspection:	Commerce RI reserves the right to inspect all projects before final funding is released.
12. Project Completion:	Projects must be completed within twelve (12) months of contract signing.

FOR ALL OTHER QUESTIONS:

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