



# Small-Scale Program

# APPLICATION



Rhode Island Renewable Energy Fund

REVISED: 8/29/19

## Submission Instructions:

- Please submit a complete electronic copy to [REF@commerceri.com](mailto:REF@commerceri.com)
- Uploading documents to Dropbox or shared folder is highly recommended. You can then email the shared link over.
- Please submit applications and questions to the REF Staff members at [REF@commerceri.com](mailto:REF@commerceri.com)

- **Review the Request for Projects document for further details before applying**
- **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 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.**

## Application Instructions:

(Please review the Small-Scale Program Request for Projects for full details)

<b>Section 1:</b>	<ul style="list-style-type: none"> <li>• Is only needed once (per company) each round</li> </ul>
<b>Section 2:</b>	<ul style="list-style-type: none"> <li>• Submit for every individual customer that you are applying on behalf of;</li> <li>• To submit a project or multiple projects please submit a complete <b>Section 2</b> which contains all required documentation for an individual project.</li> </ul>
<b>Section 3:</b>	<ul style="list-style-type: none"> <li>• Is only needed once (per company) each round</li> </ul>

# Section 1- Intent to Open an Application

## A) APPLICANT INFORMATION

<b>Applicant:</b> (Installer/Developer)	
<b>Address:</b>	
<b>City, State, Zip:</b>	
<b>Contact Name:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Website:</b>	
<b>Type of Entity</b> (ex: LLC, neighborhood association, solar contractor, renewable energy developer etc.):	
<b>Activities of Entity:</b>	
<b>Please describe the Applicant's presence in Rhode Island:</b> (In terms of # of employees, percentage of total employees in RI, and/or history of doing business in RI)	
<b>Does the applicant plan to contract with a 3<sup>rd</sup> party finance company on the enclosed projects?</b>	
If yes, which company will provide 3 <sup>rd</sup> party financing to the applicant's customers?	

# Section 1

## B) QUALIFICATIONS OF AND PROJECT PERSONNEL

<b>Qualification Information:</b> All items listed below are required from the contractor/installer company	
<b>Installer registered in RI:</b> <a href="http://www.sos.ri.gov/divisions/business-portal">http://www.sos.ri.gov/divisions/business-portal</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No- If so, please register
<b>Registered with the State of Rhode Island Contractors' Registration and Licensing Board:</b> (For any company installing solar)	<b>Registration #:</b>
<b>Rhode Island Renewable Energy Professional License (REP) information:</b>	<b>License #:</b>
<b>Master Electrician Information:</b>	<b>Name:</b>
	<b>License #:</b>
	<b>Company:</b>
	<b>Summary of Experience:</b>



# Section 1

## C) 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).**

**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 COMMERCE RI or of the State, has not been disqualified from an awarded contract with COMMERCE RI or the State, and has never defaulted on work awarded by the COMMERCE RI 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 COMMERCE RI Renewable Energy Fund.
- The Applicant understands that customers participating in the Renewable Energy Fund Program are not eligible for participation in the Renewable Energy Growth Program.

<b>Category:</b>	<b>Please print. Sign on the grey fields.</b>
Legal Name of Applicant:	
Company or Department Name (if applicable):	
<b>Signature of Applicant's Authorized Representative:</b>	<b>X</b>
Name of Authorized Representative:	
Title/Company:	
Date Signed:	



## Section 2- Individual Project Submissions

### A) REQUIRED PROJECT ATTACHMENTS

Please submit the following documents for each project site. Please submit a completed chart, 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 solicitation for projects document.

<b>Attachments:</b>	<b>Checkbox</b>
<b>Signed Turnkey Contract</b>	
<b>Minimum 3-year workmanship warranty</b>	
<b>Electricity bill/Fuel Bill</b>	
<b>Layout drawing</b>	
<b>Shade Analysis</b> (photos and summary sheet) at least 80% TSRF	
<b>One-line electric drawing</b>	

## Section 2

### B) SITE SPECIFIC DATA: SOLAR PHOTOVOLTAIC

Please fill out this table in entirety for each PV project site.

<b>Name on Electric Bill:</b>	
<b>Email Address of Site Owner:</b>	
<b>Phone Number of the Site Owner</b>	
<b>Street Address of Project:</b>	
<b>Town and Zip Code:</b>	
<b>PV module manufacturer:</b>	
Model:	
Quantity:	
<b>Inverter Manufacturer:</b>	
Model:	
Quantity:	
<b>DC System Rating:</b>	
Array Type:	<input type="checkbox"/> <b>Fixed</b> <input type="checkbox"/> <b>Tracking</b>
Array Mounting:	<input type="checkbox"/> <b>Ground</b> <input type="checkbox"/> <b>Roof</b> <input type="checkbox"/> <b>Other</b>
<b>Age of roof:</b>	
Expected remaining lifespan of roof:	
Length of Manufacturers' System Warranty:	
<b>Is this project located in a Historic District:</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

## Section 2

### C) SITE SPECIFIC DATA: SOLAR DOMESTIC HOT WATER (if applicable)

Please fill out this table in entirety for each SDHW project site.

<b>Name of Project Site Owner:</b>	
<b>Name on Electric Bill:</b>	
<b>Email Address of Site Owner:</b>	
<b>Phone Number of the Site Owner</b>	
<b>Street Address of Project:</b>	
<b>Town and Zip Code:</b>	
<b>Manufacturer of Hot Water Collector:</b>	
Model:	
Quantity	
<b>Length of Manufacturers' System Warranty:</b>	
<b>Total Square Footage of Collectors:</b>	
<b>Rated BTU Output (SRCC rating):</b>	
<b>Total Estimated Production:</b> (F-chart or equivalent)	
Collector Type:	<input type="checkbox"/> <b>Plates</b> <input type="checkbox"/> <b>Tubes</b> <input type="checkbox"/> <b>Other</b>
Collector Mounting:	<input type="checkbox"/> <b>Ground</b> <input type="checkbox"/> <b>Roof</b> <input type="checkbox"/> <b>Other</b>
<b>Age of Roof:</b>	
Expected remaining lifespan of roof:	
<b>Is this project located in a Historic District:</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>



## Section 3- Final Application Submission

### A) REQUIRED ATTACHMENTS FOR APPLICATIONS

Please Submit the following items to the application due date

Attachment	Yes/No	If no, please explain
<b>Completed W-9 Form from the installer company. Form can be found here:</b> <a href="http://www.irs.gov/pub/irs-pdf/fw9.pdf">http://www.irs.gov/pub/irs-pdf/fw9.pdf</a>		
<b>Excel Sheet- Project Checklist</b>		

### B) PROJECT OVERVIEW

Please calculate the total number projects, kilowatts and dollar amount incentive you are applying for in this solicitation period.

<b>How many total projects are you applying for?</b>	_____
<b>How many total kW are you applying for?</b>	_____ total kW
<b>Total REF Amount Requested:</b> (Not to exceed \$140,000)	\$ _____