



# Energize Delaware Solar for Nonprofit Organizations Grant Application

## ***Project Eligibility***

### ***Purpose and Project Eligibility***

Energize Delaware wants to catalyze the use of solar energy in our Nonprofit organizations. This grant funding is available to Delaware's Nonprofit organizations that desire to install solar panels at their locations. Funding is based on availability and is currently open for application. Any 501(c) Nonprofit is eligible whether they are served by Delmarva Power, Delaware Electric Cooperative, or a Delaware Municipal Electric Utility. Please note there are many blocked circuit areas that block solar in some locations throughout the state. Please consult your local electric utility for more details. System designs can be roof, ground or carport mounted. The grant may cover the cost of installation, utility upgrades and the other components of the system including modules, inverters, and batteries, etc. Energize Delaware will not be prescribing your organization's procurement guidelines; however, Energize Delaware does reserve the right to review the procurement process to ensure quality proposals through a competitive process. Solar Renewable Energy Credits (SRECs) generated by the systems shall be owned by Energize Delaware.

### ***Application Requirements and Guidelines***

- Nonprofit must be a 501(c) organization.
- Nonprofit must not have received more than \$200,000 in grants from Energize Delaware in the past 24 months.
- The Nonprofit's building must have had an energy efficiency audit within the last 5 years. Newly constructed buildings do not require an energy audit. If the building has not had an energy efficiency audit, free audits are offered through Energize Delaware's Energy Assessment Programs for Nonprofits. Learn more at: <https://www.energizedelaware.org/nonresidential/public-nonprofit/energy-assessment-program/>
- Grants will cover up to 70% of the total project cost once the Investment Tax Credit is considered. Nonprofits are eligible for an equivalent monetary amount of the Federal Government's 30% Investment Tax Credit (ITC) through its "Direct Pay for Tax Exempt Entities" option. In the event the federal ITC is no longer available, nonprofits will not be held accountable for the 30% balance reimbursed to Energize Delaware.

- Selected contractor should be familiar with the requirements necessary to apply for the ITC Direct Pay
- Learn more about the ITC Direct Pay program here:
- <https://www.cleangroup.org/what-nonprofits-need-to-know-about-the-investment-tax-credit/>
- Apply for a ground, roof or carport mounted solar system.
- Energize Delaware reserves all rights to deny applications at our discretion.
- The application must be accompanied by an analysis for Energize Delaware's review, showing the design is feasible and cost competitive.
- Nonprofits will be required to provide signage recognizing Energize Delaware for funding during construction. A permanent sign or plaque is also required after construction.
- Nonprofits will be required to report solar system production on an annual basis for the first three years in service in a format provided by Energize Delaware.
- Nonprofits must utilize an on-line system monitor and share access to the site with Energize Delaware.
- Successful Grantees will be offered a contract in the form of a Memorandum of Understanding (MOU) with Energize Delaware that will set forth in detail the terms of the grant, including contractually assigning SRECs to Energize Delaware.
  - Please note that contracts for solar system installation issued prior to an executed MOU with Energize Delaware may not receive grant funding should the project be deemed ineligible upon our review.
- Grants will be active for a period of 12 months after the funding has been allocated and the grant has been approved by Energize Delaware. Grant extensions will require pre-approval by Energize Delaware.
- Third-party system ownership with Power Purchase Agreements (PPAs) are not eligible for funding through this grant.

## ***Application Timelines***

Applications will be accepted for a period of 60 days before March 31<sup>st</sup> and September 30<sup>th</sup> each year subject to funding availability. Applications should be emailed in PDF format to Drew Slater, Executive Director, at [drew.slater@deseu.org](mailto:drew.slater@deseu.org) with “Energize Delaware Solar for Nonprofits Grant Application” in the subject line. Energize Delaware reserves the right to close the application acceptance window at any time. We strongly encourage each applicant to focus on a fully completed high quality application to support the funding requested by the Nonprofit. There is no advantage to rushing an application seeking an early position in the submission window. Energize Delaware may consider future funding for this program based on participation, funding, and popularity of the program.

## ***Selection Criteria***

- How much energy will the system generate, compared to electric usage?
- Quality and depth of feasibility and design.
- Is the applicant willing to put some % of funds into the project?
- Overall cost and size of the system.
- The Nonprofit’s history of sustainability practices.
- Buildings that have been renovated or built under modern building codes will receive preference.
- Newer buildings and buildings under construction are more favorable than older buildings due to the evolution of building efficiency guidelines over time. A more efficient building may require a smaller solar system.
- Other factors that will be considered are as follows:
  - Age of Roof
  - Age of Building
  - Ground Mount vs. Roof Mount reasoning
  - Age of HVAC Equipment
  - LED lighting upgrades
  - The buildings’ energy efficiency
  - What is the cost per watt (installed)
  - Project readiness: How long is it expected to purchase and install this project?

***Applicant Information:***

*Type of Grant Being Requested*

Please mark all funding requests covered by this application:

	Solar System Grant- all grants must include a solar system grant.
	Utility Upgrade Grant

***Applicant Summary Information***

Organization Name	
Total Annual Energy Usage (kWh)	
Requested Funds (Dollars)	
Utility Provider	
Have you contacted the electric utility provider about interconnection capacity at your location? What have they indicated if known.	
What is the Expected Installation Date?	

*Primary Contact Information*

Primary Contact Name & Title	
Phone	
Email	
Mailing address	

*Other Contacts*

	Name	Phone	Email
Executive Director			
Chief Financial Officer			
Facility Manager			
Other			

## ***Grant Requests***

### *Solar System Grant Request*

#### *Solar Contractor Description:*

Name of Contractor	
If an LLC or Corporation, please list names of LLC members or corporate officers – ownership structure	
Contractor's Business Address	
Name of Licensed Electrician(s) working on the project & copy of the Master Electrician's License	
Copy of Delaware Business License	
List of Subcontractors (if any)	

**System Description:**

What type of panels and wattage are being recommended?	
What type of Inverter System will be used? (String, Microinverter, Other?)	
How is production from the system monitored?	
PV System Meter for system production? Smart Meter? (A utility grade meter is required for monitoring.)	
Does the system include a Warranty for equipment, parts, and labor? If so, please provide details.	_____ Yes _____ No

**Proposed Solar System Location**

Building or Site Name	
Address	
Is this new construction?	_____ Yes _____ No
Estimated Construction Start Date	
Year Built	
Age of roof & roof material (if applicable)	
Square Footage of the building	
Utility Company	
Utility upgrade required (Y/N)	

Size of solar system	
What are the estimated annual energy savings in kWh and Dollars?	kWh _____ \$ _____
How will the system be mounted? (Roof, Ground, Carport, etc.)	
What is the solar system's compass azimuth for each mounting direction?	
What is the Total Solar Resource Factor for the system (TSRF)?	
Estimated project timeline – installation completion?	

### ***History of Sustainable Practices***

Energize Delaware's mission is *"to inspire sustainable energy solutions for a thriving environment and economy"*. And its Vision is: *"Powering tomorrow with clean, efficient, and affordable energy."* In the space below, please briefly state your Nonprofits 's work toward an environmentally sustainable Delaware.



## ***Feasibility Analysis and Detailed Proposal Requirements***

- Contractor experience: number and size of solar systems installed in the past 24 months in Delaware or Mid-Atlantic
- Aerial photo(s)
- Shading analysis
- Project location showing panels relative to buildings
- 12-month electric bill analysis showing the effect of solar installation on bills
- Financial Analysis of current electric rates and charges, comparison with solar, savings over the life of the project
- Cashflow Analysis over the life of the project
- Proposed Sales proposal and Project costs
- List and quantity of major equipment to be installed
- Procurement guidelines: Was an RFP used? At least three quotes?
- Has the selected contractor been involved in any Better Business Bureau complaints over the past 5 years? \_\_\_Yes \_\_\_No \_\_\_Initial
- Delaware Secretary of State Statement of Good Standing for selected contractor
- Has the selected contractor been involved in any judgements or settlements as a result of any public consumer protection authority (including but not limited to federal/state/local attorney general's office, consumer protection bureau, or other consumer protection entity) in any jurisdiction? \_\_\_Yes \_\_\_No \_\_\_Initial
- During the past five years has the selected contractor or any subcontractors been suspended from participation or denied the ability to participate in a government, nonprofit, or utility-administered renewable energy incentive program?
- Warranty information - Minimum 10 years parts & labor
- Copy of the contract once grant application has been approved

**Budget Breakdown:**

Energize Delaware Funds requested	
Nonprofit Funds (Not Required, but desirable)	
Other grants/funding	
Bridge Loan request for 30% of project cost	

	Energize DE Grant Request	Nonprofit	Total
Installation Cost			
Estimated Utility Upgrade Costs or 15% of project budget			
Cost Share (Not Required)			

Total Solar Installation Cost \_\_\_\_\_

**Grant Disbursement(s) for Solar System Installation Grants:**

Energize Delaware will transfer 50% of the grant/contract amount when the Nonprofit provides documentation that a solar system component purchase order has been approved. And 30% of the grant amount upon receiving installation scheduling date. The remaining 20% of the grant will be provided once final utility interconnection has been approved and SREC transfer documents completed. (Must provide a copy of the final interconnection approval.)

**Sources of Information:**

Please attach documentation such as quotes, invoices, and purchase orders that support your budget numbers. A copy of the nonprofit organization’s w-9 will be required to disburse any grant funds.

## **Data Agreement - Applicant Declaration**

- a) I have read and understand the eligibility requirements.
- b) I understand this application does not guarantee payment.
- c) I understand that incomplete applications will not be processed and submitting an incomplete application may result in loss of grant funds.
- d) Energize Delaware will require recognition of funding to be placed upon a mutually agreed upon site.
- e) Energize Delaware will require annual energy production reports for three years.
- f) I understand and accept that grant distribution processing may take **4 to 6 weeks** from the date Energize Delaware receives a complete application.
- g) It is further understood that Energize Delaware is not responsible for any other grant or incentive funding received by the applicant besides the funding Energize Delaware itself is providing.
- h) It is understood that the program may be changed or cancelled by Energize Delaware at any time for any reason whatsoever, without notice.
- i) Once funding has been awarded, the MOU will be issued to secure funding for 12 months to implement the project.
- j) It is further understood that Energize Delaware will not be held liable or accountable for anything related to the installation, operation or non-performance of the PV system, infrastructure, and components installed.
- k) It is understood that the Nonprofit will abide by all local, state and agency requirements and standards for installing the solar system.

***By signing below, I acknowledge that I have read and understand the above declarations:***

Name of Nonprofit Organization:

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Printed Name & Title of the Authorized Representative

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Signature of the Authorized Representative

Date: \_\_\_\_\_