



ENERGIZE DELAWARE

SUSTAINABLE ENERGY UTILITY

Solar for Nonprofit Organizations Grant Application

PROJECT ELIBILITY

PURPOSE

Energize Delaware wants to catalyze the use of solar energy in our nonprofit community. 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.

Grant Amount

- ❖ **Grant Amount:** Up to \$500,000.
- ❖ **Grant Limit:** Covers up to 65% of total project costs.
- ❖ **5% Grant Bonus:** If the nonprofit utilizes the Energize Delaware commercial loan program, the grant increases to **70%** of project costs (loan covers the remaining 30%) up to the maximum grant amount.
- ❖ **Tax Credit:** Nonprofits are encouraged to apply for the Investment Tax Credit if available.
- ❖ **Batteries:** Projects can include batteries alongside solar installations.
- ❖ **Utility Upgrade:** Utility upgrade costs may be included in total project costs. Utility Upgrade Commitment Letter must be provided at time of disbursement.

Application Requirements and Guidelines

- Nonprofit must be a 501(c) organization.
- 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 65% of the total project cost, with a maximum grant amount of \$500,000. Nonprofits who use Energize Delaware's Commercial Loan program are eligible for a 5% grant bonus for a total grant amount of 70% not to exceed the maximum grant amount. Energize Delaware highly encourages applicants to apply for the Federal Investment Tax Credit (ITC).
 - Selected contractor should be familiar with the requirements necessary to apply for the ITC
- 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. A minimum of 3 solar quotes must be obtained prior to applying for the grant.
- 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.
- 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 should be emailed in PDF format to Luana Spalluto, Program Manager, at LUANA.SPALLUTO@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.

Selection Criteria

Applicant Information:

- How much energy will the system generate, compared to electric usage?
- Quality and depth of feasibility and design.
- Overall cost and size of the system. (System spec sheets must be provided.)
- 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?
 - ✓ Complete Energy Audit (Costs of nonprofit audits are covered by Energize Delaware outside solar grant application.)

Type of Grant Being Requested

Please mark all funding requests covered by this application:

	Solar System Grant
	Utility Upgrade Grant (Cannot exceed 15% of total solar system cost)

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 Construction, Installation, and Utility Permission to Operate 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	
Contractor Representative	
Contractor Email	
Contractor Phone	
Copy of Delaware Business License	
List of Subcontractors (if any)	

CHALLENGE SOLAR GRANT FOR NONPROFITS APPLICATION

System Description:

What type of panels and wattage are being recommended? (Please provide spec sheets.)	
What type of Inverter System will be used? (Please provide spec sheets.)	
How is production from the system monitored?	
Is there a Revenue Grade Meter for monitoring?	
Does the system include a Warranty for equipment, parts, and labor? (Please provide a copy of warranties.)	

Proposed Solar System Location

Building or Site Name		
Address		
Is this a new construction?		
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 (kW)		
What are the estimated annual energy savings in kWh and Dollars?	kWh	\$ savings
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 Nonprofit’s work toward an environmentally sustainable Delaware.

Feasibility Analysis and Detailed Proposal Requirements

PLEASE COMPLETE THE FOLLOWING CHECKLIST:

- _____ Aerial photo(s)
- _____ Shading analysis
- _____ Project location showing panels relative to buildings (Site Plan)
- _____ 12-month electric bill analysis showing the effect of solar installation on utility 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 based on total installed cost
- _____ Proposed Sales proposal and Project costs
- _____ List and quantity of major equipment to be installed (including spec sheets)
- _____ Procurement guidelines: Was an RFP used? At least three quotes?
- _____ Warranty information - Minimum 10 years parts & labor
- _____ Copy of the SIGNED contract once grant application has been approved
- _____ Delaware Secretary of State Statement of Good Standing for selected contractor
- Contractor experience: number and size of solar systems installed in the past 24 months in Delaware or Mid-Atlantic: _____
- Has the selected contractor been involved in any Better Business Bureau complaints over the past 5 years?

Yes No Initial _____
- 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?

Yes No Initial _____

Budget Breakdown:

Energize Delaware Funds requested (Can not exceed 65% of total project costs. Capped at \$500,000)	
Nonprofit Contribution	
Other grants/funding	
Requested amount from Energize Delaware Commercial Loan Program	
5% Grant Bonus (ONLY for applicants receiving Energize Delaware Commercial loan)	

	Energize Delaware Grant Request	Energize Delaware Loan Request	Nonprofit Cash Contribution	Total
Solar System Cost				
Estimated Utility Upgrade Costs (Can not exceed 15% of "Solar System Cost")				

Total Project Grant Request _____

Grant Disbursement(s) for Solar System Installation Grants:

- **50%** of the grant is paid once the nonprofit shows the solar system purchase order is approved and utility has given interconnection approval to install.
- **30%** is paid when the installation date is scheduled.
- **20%** is paid after the following is completed and submitted to Energize Delaware: System photo, Approval to Operate, PSC Certificate, SREC transfer documents, and Energy Conservation Worksheet. A **walkthrough of project site** showing proof that **permanent** plaque is in place recognizing Energize Delaware is also required.

Sources of Information Required for disbursements:

Please attach documentation such as quotes, invoices, and purchase orders that support your disbursement request within approved grant budget. Grant distribution processing may take 4 to 6 weeks from the date Energize Delaware receives a complete disbursement request form. **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) I understand that lifetime production of SRECs will be owned by Energize Delaware.
- h) 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.
- i) It is understood that the program may be changed or cancelled by Energize Delaware at any time for any reason whatsoever, without notice.
- j) Once funding has been awarded, the MOU will be issued to secure funding for 12 months to implement the project.
- k) 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.
- l) 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

Name of Nonprofit Organization: _____

Printed Name

Title of the Authorized Representative

Signature of the Authorized Representative

Date