

Renewable Energy Grants for Non-Profits RFP

The objective of this request for proposal is to offer grant funding to customer-sited project resources for WPPI Energy and its members through a competitive bid process. These incentives will aid in the development of selected projects specifically targeted at non-profit organizations, helping them lower their energy costs and promote their environmental commitment. WPPI Energy will provide grants ranging from \$5,000 to \$25,000 to selected renewable energy projects interconnected to member utility distribution systems. These grant levels are expected to best apply to solar PV projects up to 20 kW and wind projects up to 10 kW.

Instructions: Please provide the appropriate information about your project, which must be completed **no later than twelve months from receipt of your incentive award letter from WPPI Energy.**

BIDDER BUSINESS INFORMATION

Organization Name: _____ Utility Account Number: _____

Contact Person: _____ Contact Email Address: _____

Address of Project Installation: _____

City _____ State _____ Zip _____

Mailing address (if different than above): _____

City _____ State _____ Zip _____

Organization Phone #: _____ Contact Phone #: _____

Tax Identification Number (must be 9-digits): FEIN # _____ - _____

Business Type (Check one):

Non-profit organization which is a 501(c)(3) IRS qualified entity

Non-profit school, college, university or other higher learning institute

Unit of government, specify: _____

Year founded: _____

Number of employees: _____

FINANCIAL INFORMATION

Material Costs \$ _____ Labor Costs \$ _____

Requested Incentive Amount \$ _____

Total Project Cost \$ _____
(Attach copies of at least two proposals)

Provide Description and Amount of Other Funding Source(s)

State incentives: \$ _____

Grants: \$ _____

Other: \$ _____

PROJECT DETAILS

Project Proposed Start Date: _____ Proposed Project Completion Date: _____

Nameplate Capacity (kWdc): _____ Estimated Annual Energy Generation (kWh): _____

Expected Capacity (kWac): _____

ADDITIONAL DOCUMENTATION REQUIREMENTS

Please provide the following documentation:

1. A site assessment signed and dated by a MREA certified assessor or NABCEP certified technical sales or installer.
2. Copies of estimates from at least two different contractors.
3. A project schedule indicating key milestones and the expected completion date.
4. Names of personnel to be directly involved with the development and operation of the project.



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SITE ASSESSMENT AND/OR PROPOSALS MUST INCLUDE THE FOLLOWING

For Solar PV Projects:

1. Manufacturer and model number, quantity and component ratings of:
 - a. Panels (kW)
 - b. Inverter(s) (kW)
 - c. Charge Controller (Amps) (if applicable)
 - d. Batteries (Amp-hours) (if applicable)
2. System details:
 - a. Fixed array, single-axis tracking or dual-axis tracking
 - b. Collector compass direction
 - c. Tilt angle(s) (in degrees)
 - d. For fixed array, is rack manually adjustable?
 - e. Annual shading and snow cover
 - f. Panel and inverter warranties (terms and duration)
 - g. Charge controller and battery warranties (terms and duration)

For Wind Turbine Projects:

1. Manufacturer and model number
2. Wind turbine warranty (terms and duration)
3. Rated output (kW) at 24.6 mph (11m/s) wind speed
4. Tower specifications
5. Hub Height (ft)
6. Average wind speed at hub height
7. Data source for average wind speed
8. Estimated annual energy production (kWh) at average wind speed at hub height
9. Prevailing wind direction
10. Height and Compass direction of tallest obstacles within 500 feet of the site
11. Height, direction and distance to nearby trees
12. Include labeled photographs taken from the proposed tower site looking at the following directions:
N, NE, E, SE, S, SW, W, NW

For all other technology projects:

1. Manufacturer and model number
2. Rated output (kW)
3. Estimated annual energy production (kWh)
4. Project estimated lifetime
5. Product warranty (terms and duration)
6. Fuel source and supply

PROJECT INFORMATION

Why should WPPI Energy provide incentives for your project? Explain your funding level request and why the requested amount is needed to proceed.

What are your goals for this project? How does this project fit your mission or purpose? Also describe any public awareness and educational outreach plan.

How will the project be maintained over its expected operating life?

INTERCONNECTION REQUIREMENTS

All proposed renewable energy distributed generation projects must be connected to a WPPI Energy member utilities distribution system when installed and all products and components used must comply with the following:

All installations must comply with the applicable state and/or local utility codes for interconnecting distributed generation facilities. (e.g. WI Admin. Code Ch. PSC 119 and all others as applicable)	Agree Disagree
All systems must be manufactured and installed in compliance with all requirements of the latest edition of the National Electrical Code (ANSI/NFPA-70) enforced in their respective state.	Agree Disagree
All installations must obtain local permits, be certified by a licensed electrician and pass any applicable code inspections.	Agree Disagree
All installations must be interconnected to a WPPI Energy member utility distribution system within 12 months of written incentive funding approval from WPPI Energy.	Agree Disagree
All installations must have some form of internet accessible performance monitoring system.	Agree Disagree

SUBMISSION AND IMPORTANT DATES

Submit an electronic copy of the completed application and additional documentation to: Eric Kostecki Manager of Customer Project Support ekostecki@wppienergy.org Contact Eric with questions at 608-834-4549.	Dates	Round 2	Round 3
	Release	June 1, 2015	November 30, 2015
	Applications Due	July 3, 2015	January 1, 2016
	Award	July 31, 2015	January 9, 2016

TERMS AND CONDITIONS

1. **No Obligation** - This RFP does not obligate WPPI Energy to establish eligibility for any bidders, to issue any subsequent RFP, to enter into any agreements, make any payments or provide any incentives. WPPI Energy reserves the right to cancel, modify or re-issue this RFP at any time, and to solicit proposals through any other method.
2. **Delivery of Proposals** - Each bidder is solely responsible for assuring a timely submittal of its response. Late responses will not be accepted, except at the sole discretion of WPPI Energy.
3. **One Proposal per Organization per Year** - Unless otherwise permitted by WPPI Energy in its sole discretion, each bidder may submit only one response to this RFP each calendar year.
4. **Cost of Proposal and Non-Compensation** - Each bidder is solely responsible for all costs associated with responding to this RFP. WPPI Energy will not in any event reimburse any bidder for any costs associated with this RFP application, or any subsequent agreements, negotiations or discussions.
5. **Evaluation of Proposals** - WPPI Energy reserves the right, in its sole discretion, to reject any or all responses without clarification and without review or notice. All bidders agree that any such rejection shall be without liability on the part of WPPI Energy and/or its members, and no bidder shall seek recourse of any kind against WPPI Energy or its members because of such rejections. WPPI Energy reserves the right to waive technicalities, informalities, non-conformance and/or variances and to accept any proposals determined to be in the best interest of WPPI Energy and/or its members.
6. **Project Ownership** - The project shall be owned by the bidder and installed at the bidder's service account address. Bidder must be a retail customer of a WPPI Energy member utility and shall maintain ownership of the project throughout the life of the project. Third-party ownership or lease agreements are not eligible.

TERMS AND CONDITIONS

7. **REC Ownership** – WPPI Energy shall retain ownership of all renewable energy attributes for the term of ten years from the date of commissioning.
8. **Substitutions** - Bidders may substitute or alter their responses subsequent to the submission date only if permitted by WPPI Energy in its sole discretion. WPPI Energy may request supplemental or alternate information from bidders at any time.
9. **Site Availability** - Bidders must be available at a mutually agreed time for a site evaluation.
10. **Incentive Award** - Bidders that have been granted an incentive shall be notified in writing. The incentive amount and the required project completion date shall be included in the notification. Projects must be completed, interconnected and placed in service (in compliance with all requirements set forth in this RFP and supplemental requirements provided by WPPI Energy) by the stated completion date. If the project is not so completed, interconnected and placed in service on time, an extension must be requested and approved at the sole discretion of WPPI Energy or the incentive may not be paid.
11. **Application for Incentive Payment** - After the project is completed, interconnected and placed in service, and all project invoices are paid in full, the bidder may apply in writing for incentive payment. All project invoices shall be included with the application for payment together with such supporting affidavits and other information request by WPPI Energy. Incentives will typically be paid within 30 days of WPPI Energy's receipt of the application for payment (together with all such supporting documentation requested by WPPI Energy) and WPPI Energy's confirmation by site inspection that the proposed equipment is operational and interconnected, whichever occurs later.
12. **Promotional Rights** - WPPI Energy retains the right to promote the project and use related information, photos or videos in any of its publications, internal or external communications or marketing materials.
13. **Costs** - Bidders whose proposals are selected to receive an incentive will be responsible for all installation and ongoing costs of the project including, but not limited to, operation and maintenance costs and removal. The projects must be kept in good condition in accordance with prudent operating practice and all applicable laws, rules and regulations throughout the life of the project.
14. **Disposition of Proposals** - All information submitted as part of this RFP process becomes the property of WPPI Energy upon submittal. Proposals shall be returned only at WPPI Energy's sole discretion. Except as may be otherwise required by law, WPPI Energy reserves the right to disclose or to refuse to disclose to any person or entity all or any part of the contents of proposals and related information received. Without limiting the foregoing, bidders acknowledge and agree that, from time to time, WPPI Energy is requested by governmental entities, agencies and commissions to provide information on proposals it receives, and WPPI Energy may elect to provide all such information requested.
15. **Disclaimer** - Acceptance of an application by WPPI Energy under this program does not constitute the warranty or guarantee of the applicant's renewable energy facility or any part thereof.

BIDDER SIGNATURE (READ AND SIGN)

Bidder agrees that, if granted an incentive award, the stated renewable energy distributed generation facility will be installed at the address listed above as part of the WPPI Energy Renewable Energy Grants for Non-Profits RFP program. Bidder has read and agrees to all of the terms and conditions listed herein.

Bidder certifies that, to the best of its knowledge, all statements made in this application are true and correct, and all information about the proposed project is representative of the renewable energy measures bidder expects to implement if WPPI Energy awards incentive funding for the proposed project. BIDDER UNDERSTANDS AND AGREES THAT NEITHER WPPI ENERGY NOR BIDDER'S ELECTRIC SERVICE PROVIDER MAKES ANY WARRANTIES OR REPRESENTATIONS, EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION WITH RESPECT TO ANY EQUIPMENT PURCHASED AND/OR INSTALLED AS A RESULT OF THE PROGRAM OR OTHERWISE, AND INCLUDING BUT NOT LIMITED TO ANY WARRANTY OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. This RFP and all terms and conditions set forth herein shall be governed by and construed in accordance with the laws of the State of Wisconsin.

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number,
2. I am not subject to withholding due to failure to report interest and dividend income, and
3. I am a U.S. person, as defined in the instructions to IRS Form W-9.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Bidder's Business Name

Date

Signature

Title (if applicable)

FOR WPPI ENERGY USE ONLY

Authorized Signature

Application Received Date and Time