



Rhode Island
Economic Development Corporation

Building the 21st Century Innovation Economy

**Rhode Island Renewable Energy Fund
Application Materials**

Rhode Island Renewable Energy Fund Submission Instructions

Applications should be sent to the following:



Please submit applications online (in an email attachment) to jpaolino@riedc.com

If you are unable to submit an electronic application, send applications to:

Rhode Island Economic Development Corporation
Attn: Jennifer Paolino
315 Iron Horse Way, Suite 101
Providence, RI 02908

If you have any questions, please contact Jennifer Paolino, Program Manager for the Renewable Energy Fund at 401-278-9126 or email us at jpaolino@riedc.com

- Interested parties are requested to notify the RIEDC of the intention to apply to the Renewable Energy Fund as soon as possible prior to submitting the application by emailing jpaolino@riedc.com or calling 401-278-9126.
- 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 by calling 401-278-9126, or may be accessed online at: <http://www.riedc.com/about/public-notice/draft-regulations>
- Include an executive summary with your proposal. (Keep it concise: no more than two pages.) Do not handwrite the application. Only typed proposals will be processed.
- Use the “Application Submission Checklist” included in the instructions to properly prepare and complete your submission. Submit a copy of the checklist with the grant application and keep a copy for your records. If you would like to submit materials in addition to the application, please do so in an email attachment to jpaolino@riedc.com. If you would like to submit materials that you cannot put in an email attachment (i.e.: construction plans etc.) please mail them to the RIEDC at the address listed above.
- All records (documents, correspondence, memoranda, etc.) of the RIEDC and the REF are public records unless they fall into an exception. “Trade secrets and commercial or financial information obtained from a person, firm, or corporation, which is of a privileged or confidential nature” are not public record. Accordingly, any proprietary business information (customer lists, processes, etc.) or financial information that is confidential must be clearly marked as such by the submitting party. A legend or marking such as "Commercially protected, privileged and confidential information -- Not Public Record" should be used on any such information.

Rhode Island Renewable Energy Fund Frequently Asked Questions

1) Who is eligible for REF financing (grant, loan, recoverable grant, etc) and which types of projects will be considered?

Any municipality, non-profit organization, or a legal business entity (sole proprietorship, partnership, corporation, limited liability company), or a combination of the previously listed organizations are eligible for a REF grant, as long as the project directly benefits the State of Rhode Island. Applications can be submitted for any type of facility including but not limited to manufacturing facilities, office buildings, multi-unit residential properties, retail operations, healthcare facilities, educational institutions, public buildings, and farms.

2) What is the mission of the REF?

The REF, created by legislative statute in 1996, is dedicated to increasing the role of renewable energy supply in Rhode Island's electricity supply. The fund is managed by the Rhode Island Economic Development Corporation and provides grants, loans, and other financing options to renewable energy projects that have the potential to make electricity in a cleaner, more sustainable manner and stimulate job growth in the green technology and energy sectors of Rhode Island's economy.

3) Which renewable energy sources will make a project eligible for funding?

Renewable-energy systems eligible for support from the REF include facilities in the New England Power Pool (NEPOOL) control area that generate electricity, both off-grid and on-grid using as fuel "eligible renewable energy resources" pursuant to Rhode Island general law. This includes solar, wind, energy produced by movement or the latent heat of the ocean, hydro and eligible geothermal, biomass and fuel cells. Solar-thermal systems (including solar space-heating systems) are eligible if installed on low-income housing projects certified by the Rhode Island Housing and Mortgage Finance Corporation as serving low-income RI residents. Projects and activities directly related to implementing eligible renewable-energy projects in Rhode Island also are eligible.

4) What is the maximum size of a REF grant?

The maximum size of the REF grant depends on the type of grant submission. Approximately \$1.0 million per year is designated for municipal projects which are capped at \$500,000 per award. Approximately \$200,000 is designated for affordable housing projects which are capped at \$100,000 per award. Approximately \$200,000 per year is designated for pre-consultant and technical feasibility studies. There is no funding cap for these projects. However, recipients that have previously received funding from this program are ineligible to apply for additional funding for technical feasibility and consulting studies. Grant recipients are eligible to apply to other uses of the Renewable Energy Fund as well as other funds administered by RIEDC. The maximum funding for all other projects is capped at \$750,000; the maximum funding per project is up to \$250,000 annually.

5) When are the deadlines for submission of applications?

Applications for municipal projects, affordable housing projects, and pre-development consultant and technical feasibility projects that are received by March 31st will be notified of the Corporation's decision by June 30th of that same year; applications that are received by September 30th will be notified by December 31st of that same year.

All other projects will be reviewed on a rolling basis. Once submitted, REF will conduct a competitive evaluation process that takes approximately 90 days.

Rhode Island Renewable Energy Fund Checklist

This checklist is provided to help ensure a complete proposal. Please submit a copy with the grant application and keep a copy for your records. An incomplete application will not be processed.

Section I: Checklist

Please submit a copy of the checklist with the grant application and keep a copy for your records. Applications submitted without the checklist will not be processed.

Section II: Executive Summary (two pages maximum)

Include the purpose of the grant request and a brief description of how the request fits with the REF's mission and priorities.

Section III: Application

Application Questions	Yes	No	N/A
1. Type of submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Type of application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Type of funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Renewable energy source	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Date submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Applicant information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Name of organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) CEO / owner of organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Legal structure of organization / fed tax ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Project manager's name and contact info	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Proposed project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Construction start date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Operating start date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Beneficiary or area served	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Total project cost and total amount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Check boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Project description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Technical feasibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Impact on the state of Rhode Island	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Anticipated renewable energy produced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j) Economic development benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k) Time to market	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l) Project management capabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Facility information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Name of project facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Facility type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Site information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

d) Site suitability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Site control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Utilization of funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Budget summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Optional explanation of budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Evaluation of successes (a-d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11***. Pre-development checklist (Note: Only applicable to pre-development consultant and technical feasibility program applicants)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Understanding of deadline / signature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section IV: Attachments (optional – if included please list them below)

-
-
-
-
-

<p>1. Type of Submission</p> <p><input type="checkbox"/> Municipal Program</p> <p><input type="checkbox"/> Non-Profit Affordable Housing Program</p> <p><input type="checkbox"/> Pre-development Consultant and Technical Feasibility Program (If this box is checked, please fill out sections 1-6(e) as well as sections 9-12)</p> <p><input type="checkbox"/> *Other (please specify): _____</p>	<p>2. Type of Application</p> <p><input type="checkbox"/> New Application</p> <p><input type="checkbox"/> ** Renewal</p> <p>**If Renewal, please indicate date and amount of all other REF grants</p>	<p>3. Type of Funding</p> <p><input type="checkbox"/> Grant</p> <p><input type="checkbox"/> Recoverable Grant</p> <p><input type="checkbox"/> Loan</p> <p><input type="checkbox"/> Other (please specify): _____</p> <p>4. Renewable Energy Source</p> <p><input type="checkbox"/> Solar</p> <p><input type="checkbox"/> Wave / Water</p> <p><input type="checkbox"/> Wind</p> <p><input type="checkbox"/> Other (please specify): _____</p>
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5. Date Submitted:		
6. Applicant Information		
a. Name of Organization:		
b. CEO / Owner / Executive/Director of Organization:		
c. Address		
Street 1:		
Street 2:		
City:	State:	Zip:
d. Legal structure of the organization (municipality, non-profit, corporation, partnership etc.)		
Federal Tax ID#:		
e. Name and contact information of person to be contacted on matter involving this application:		
Prefix:	First Name:	Middle Initial:
Last Name:		
Phone:	Fax:	Email:

RIEDC Use Only

Date Received by RIEDC:

Initials:

<p>7. Proposed Project</p> <p>a. Construction Start Date:</p> <p>b. Operating Start Date:</p> <p>c. Beneficiary or Area Served:</p> <p>d. Total Project cost: Total amount requested from the Renewable Energy Fund:</p> <p>e. Check boxes below:</p>		
Will the project be able to support low interest loans and/or recoverable grants?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If the project is a <i>municipal</i> project: does it involve partnering of one or more municipalities and or partners?	YES <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/> If yes, please specify:
If the project is a municipal project: are there planning, permitting, or zoning requirements that encourage renewable energy projects?	YES <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/> If yes, please specify:
If the project is a non-profit affordable housing project: How many housing units will be created? How many housing will be directly supported by the renewable energy installation?	_____ _____	N/A <input type="checkbox"/> N/A <input type="checkbox"/>
<p>f. Project Description:</p>		
<p>g. Technical Feasibility (Please provide documented evidence of technical feasibility for the proposed renewable energy technology):</p>		

			\$
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ii. New Rhode Island Sales Tax Dollars Generated by Project: \$

iii. New Rhode Island Income Tax Dollars Generated by Project: \$

iv. Other (please specify):

k. Time to Market (Define Key Tasks and decision points in your project and a schedule for achieving them. Complete the chart Below, and / or attach maps, graphs, charts, etc. that demonstrate project milestones):

Task Description	Start	Complete	Deliverable / Options	Due Dates
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
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		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

l. Project Management Capabilities (Please describe the project and include project management capabilities, including bios of key project personnel from any firm or team of firms involved in the project as well as a description of the firm or team of firms and their experience with similar projects including brief descriptions of the team’s project experience and at least three references from completed projects identified):

Key Project Personnel	Firm	Experience (Completed Projects)	References (at least 3 per project)

<p>8. Facility Information</p> <p>a. Name of Project Facility:</p> <p>b. Facility Type (Check Box for Appropriate Facility Type)</p> <p><input type="checkbox"/> Public: <i>State agency building, municipal building, school, etc</i></p> <p><input type="checkbox"/> Commercial: <i>Retail, office space, high-rise housing, multi-family residential development, warehouse, large farm, etc.</i></p> <p><input type="checkbox"/> Industrial: <i>Manufacturing, industrial services, etc.</i></p> <p><input type="checkbox"/> Institutional (private): <i>University, museum, private school, not for profit, etc.</i></p> <p><input type="checkbox"/> Other <i>(please describe):</i></p> <p>c. Site Information</p> <p style="text-align: center;">Plat: Lot(s): Census Tract:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><i>Facility Street Address:</i></td> <td style="width:50%;"><i>City / Town:</i></td> </tr> <tr> <td><i>State:</i></td> <td><i>Zip Code:</i></td> </tr> <tr> <td><i>Turbine proposed latitude/ longitude (wind projects only: specify coordinate type):</i></td> <td><i>If the applicant is differed from the project owner, please summarize the type of arrangement:</i></td> </tr> <tr> <td><i>Electric Utility Service Provider and Rate Class:</i></td> <td><i>Average Annual Retail Electricity Usage (kWh) and Peak Electricity Demand (kW) for Project Facility:</i></td> </tr> </table> <p>d. Site Suitability:</p> <p><u>Respond for all approvals / surveys that are required for development:</u></p> <table style="width:100%;"> <tr> <td style="width:30%;">Zoning</td> <td style="width:20%;"><input type="checkbox"/> Approved</td> <td style="width:20%;"><input type="checkbox"/> In Process</td> <td style="width:30%;"><input type="checkbox"/> Not Applicable</td> </tr> <tr> <td></td> <td colspan="3">Expected Date:</td> </tr> </table> <table style="width:100%;"> <tr> <td style="width:30%;">Historic:</td> <td style="width:20%;"><input type="checkbox"/> Approved</td> <td style="width:20%;"><input type="checkbox"/> In Process</td> <td style="width:30%;"><input type="checkbox"/> Not Applicable</td> </tr> <tr> <td></td> <td colspan="3">Expected Date:</td> </tr> </table> <table style="width:100%;"> <tr> <td style="width:30%;">Planning / Subdivision:</td> <td style="width:20%;"><input type="checkbox"/> Approved</td> <td style="width:20%;"><input type="checkbox"/> In Process</td> <td style="width:30%;"><input type="checkbox"/> Not Applicable</td> </tr> <tr> <td></td> <td colspan="3">Expected Date:</td> </tr> </table>			<i>Facility Street Address:</i>	<i>City / Town:</i>	<i>State:</i>	<i>Zip Code:</i>	<i>Turbine proposed latitude/ longitude (wind projects only: specify coordinate type):</i>	<i>If the applicant is differed from the project owner, please summarize the type of arrangement:</i>	<i>Electric Utility Service Provider and Rate Class:</i>	<i>Average Annual Retail Electricity Usage (kWh) and Peak Electricity Demand (kW) for Project Facility:</i>	Zoning	<input type="checkbox"/> Approved	<input type="checkbox"/> In Process	<input type="checkbox"/> Not Applicable		Expected Date:			Historic:	<input type="checkbox"/> Approved	<input type="checkbox"/> In Process	<input type="checkbox"/> Not Applicable		Expected Date:			Planning / Subdivision:	<input type="checkbox"/> Approved	<input type="checkbox"/> In Process	<input type="checkbox"/> Not Applicable		Expected Date:		
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	Expected Date:																																	
Planning / Subdivision:	<input type="checkbox"/> Approved	<input type="checkbox"/> In Process	<input type="checkbox"/> Not Applicable																															
	Expected Date:																																	

Phase 1 Environmental Survey: Approved In Process Not Applicable
 Expected Date:

Describe the suitability of the proposed site for the proposed renewable energy system. Please include information on the site's physical characteristics, compatibility with the proposed project, environmental impact and capacity:

e. Site Control (Check off the status of necessary site control and attach verification when applicable)

Already Owned Verification Attached In Process Not Applicable Expected Date:

P&S Agreement Verification Attached In Process Not Applicable Expected Date:

Option Verification Attached In Process Not Applicable Expected Date:

Other (please specify):
 Verification Attached In Process Not Applicable Expected Date:
 Applicable

9. Utilization of Funds

a. Summarize the purpose of your request, starting specifically own this financing will be used:

b. Financial Viability (Please list all private and public funding sources for this particular request. If some work has already been completed on your project and you are requesting funding for an advanced phase, submit information sufficient to demonstrate that the preceding phases are satisfied and funding for an advanced phase is warranted):

<u>Funding Sources</u> (Confirmed and Pending)	<u>Dollar</u> <u>Amount</u>	<u>Date</u> <u>Received</u>	<u>Expenses / Uses</u> <u>of Funding</u>	<u>Status?</u> <u>Confirmed /</u> <u>Pending</u>
	\$			C <input type="checkbox"/> P <input type="checkbox"/>
	\$			C <input type="checkbox"/> P <input type="checkbox"/>
	\$			C <input type="checkbox"/> P <input type="checkbox"/>
	\$			C <input type="checkbox"/> P <input type="checkbox"/>

	\$			C <input type="checkbox"/>	P <input type="checkbox"/>
	\$			C <input type="checkbox"/>	P <input type="checkbox"/>
	\$			C <input type="checkbox"/>	P <input type="checkbox"/>
	\$			C <input type="checkbox"/>	P <input type="checkbox"/>

Total REF funds: \$

Total all other funds: \$

Total project funds: \$

c. Financial Summary

Operational Budget: Fiscal Year Ending: 20 Expenses: \$ Revenue: \$

d. OPTIONAL If you feel elements of your budget require explanation, please do so in a brief narrative:

10. Success Metrics:

a. Discuss how you plan to monitor the project and keep the Corporation informed of the status:

b. Explain how you will measure the effectiveness of the project:

c. Describe you criteria for success:

d. Describe the results you expect to achieve by the end of the funding period:

11. * Only Pre-development Consultant and Technical Feasibility Program Applicants**

Please provide the following supplements to the application:

i. A copy of the contract outlining the work scope and objectives (only fixed contracts will be considered). **Attached** (please check off before submission)

ii. Information on the consulting firm including a description of the experience with similar assignments and client references. **Attached** (please check off before submission)

iii. A list of committed funding source(s) other than the REF for the proposed project. **Attached** (please check off before submission)

12. Please note that applications for municipal projects, affordable housing projects, and pre-development consultant and technical feasibility projects that are received by March 31st will be notified of the Corporation's decision by June 30th of that same year; applications that are received by September 30th will be notified by December 31st of that same year. All other projects will be reviewed on a rolling basis. Once submitted, REF will conduct a competitive evaluation process that takes approximately 90 days.

Initial here: _____

By signing this application, I attest under penalty of perjury that to the best of my knowledge and belief, the information contained in this application is true and accurate. The undersigned is legally authorized to sign on behalf of the applicant.

Signed: _____

Date: _____

Print Name: _____