

# Grant Application

## Renewables | Low- to Moderate-Income (LMI) Solar Innovation Grant



### Overview

Energy Trust of Oregon seeks applications for grant funding from community organizations and other groups involved with affordable housing that propose to develop or refine innovative program models to bring solar to low- and moderate-income (LMI) households. Applicants should have demonstrated excellence in serving LMI communities.

Applications should include information about the proposed program model and plans for one or more solar projects that demonstrate or test the program model. The goal is to bring solar to LMI households by: 1) helping community organizations develop replicable programs for overcoming barriers to deploying solar in LMI communities, 2) allowing funding recipients to test the effectiveness of programs by aiding them in designing a demonstration project, and 3) building capacity within community organizations to operate their proposed programs and champion solar projects.

Energy Trust has funding available to award 8-12 individual grants of \$5,000 to \$10,000. The total amount of funding available is \$80,000. Grant funding may support new program development efforts or help an existing program progress. Under each grant, Energy Trust will provide funding when the recipient accomplishes milestones toward the development or refining of the program and design of a demonstration project(s).

Grant funds may be used for costs including, but not limited to:

- Staff time devoted to program concept development or refinement
- Energy studies necessary for moving projects forward
- Costs associated with consulting with or hiring a grant-writer, accountant, lawyer, or other professional services

For this grant opportunity, Energy Trust is interested in funding a range of solar program models that lead to solar installations that benefit LMI populations. The following topic areas are of particular interest, but applicants may propose to explore others:

- Incorporation of solar in new construction of affordable single-family homes
- Solar benefiting residents of affordable multifamily buildings
- Solar for manufactured homes or manufactured housing parks
- Community-based funding models that raise funds to increase affordability of solar or use pass-through tax equity models
- Neighborhood groups leveraging solar to assist with keeping historic homeowners in place (anti-displacement)
- Creation of additional benefits such as job training opportunities or community disaster preparedness

All applicants will have the option to engage with or seek feedback from a statewide stakeholder group tasked with advancing equitable solar energy development. This group is comprised of low-income advocates, utility industry professionals and clean energy interest groups that meets every other month, usually at Energy Trust of Oregon's office.

If you are unsure if your project idea is appropriate for this grant opportunity, or you have additional questions regarding the grant process, please contact Zach Sippel at [zachary.sippel@energytrust.org](mailto:zachary.sippel@energytrust.org).

### Solar Innovation Grant Teams

Applicants should propose teams that can accomplish the following functions:

- Lead development of the LMI solar program model
- Ensure that the program model concept would benefit the intended LMI community
- Provide expertise on solar project development and finance

An [approved Energy Trust solar Trade Ally](#) is not required to be part of the team at the time of application. However, in order to complete the fourth milestone and associated deliverables, the project team will need to work with a solar Trade Ally.

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## Award Allocation Milestones

Milestone	Deliverable	Amount to be paid:
1 <u>Grant Team Finalized</u>	<p>Formalize partnership and agreements with members of the team.</p> <ul style="list-style-type: none"> <li>- Draft and sign a team agreement charter</li> <li>- Designate a team lead for coordination with Energy Trust staff</li> </ul>	<b>30% of grant</b>
2 <u>Draft Plan</u>	<p>Proposed program model and preliminary description of demonstration project(s) and presentation to LMI Solar Work Group. The draft plan should include, at minimum:</p> <ul style="list-style-type: none"> <li>- Information about the LMI community being served</li> <li>- Preliminary program model description</li> <li>- Proposed site for and expected size of the demonstration project</li> <li>- Estimated project costs and proposed funding sources</li> <li>- Description of the anticipated benefits and impacts to the LMI community</li> </ul>	<b>30% of grant</b>
3 <u>Final Plan</u>	<p>Submission of final plan for program model and demonstration project(s). These should include, at minimum:</p> <ul style="list-style-type: none"> <li>- Clearly written description of the program model that explains how the program operates, sources of funding, how funding is used, how benefits flow to LMI households, expectations for how the program could grow, and other pertinent information.</li> <li>- Financial pro-forma that outlines program model, demonstration project costs, proposed funding sources such as grants, tax equity, Energy Trust funding and/or other sources, projected energy bill savings and any financing. Applicants may propose a non-standard Energy Trust incentive.</li> <li>- Two to three letters of support from key stakeholders. These may include property owners, key funding sources, or others whose support is critical to the success of the program model.</li> </ul>	<b>20% of grant</b>
4 Completed demonstration project plans and application for Energy Trust solar incentive program.  (due May 31, 2019 or as negotiated in grant agreement)	<ul style="list-style-type: none"> <li>- Finalized demonstration project design with detailed schematics and equipment.</li> <li>- Completed project application for one of Energy Trust's solar incentive offerings.</li> </ul>	<b>20% of grant</b>

## Eligibility Criteria

Community organizations, affordable housing providers, affordable housing developers, neighborhood revitalization organizations, low-income advocacy groups, community action partnerships, and nonprofits with a mission to serve lower-income individuals or advance equitable clean energy are encouraged to apply. Trade allies who are interested in this opportunity are encouraged to partner with an

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entity such as those just listed. Applicants must propose program and demonstration projects that would be constructed in the service territory of and benefit customers of [Portland General Electric or Pacific Power](#).

### Application Deadline and Selection Process

To apply, complete and submit this LMI Solar Innovation Grant Application to Zach Sippel at [zachary.sippel@energytrust.org](mailto:zachary.sippel@energytrust.org). Complete application submissions will be accepted through 5:00 PM on Friday, November 30, 2018. Successful applicants will be notified by Wednesday, December 19, 2018.

Submissions will be judged based on scoring criteria provided below.

### Scoring

Proposals will be evaluated using the following criteria:

Weight	Category	Criteria
20%	Qualifications	<ul style="list-style-type: none"><li>- Applicant team's qualifications and experience in working with LMI populations</li><li>- Applicant's experience in successfully planning and completing projects of similar scale or complexity</li></ul>
20%	Innovation	<ul style="list-style-type: none"><li>- Applicant is proposing to develop or refine a program model that is new, untested in the current solar incentive environment, or needs assistance to be viable, and overcomes barriers to using solar for LMI communities in new ways</li><li>- Program model concept shows careful consideration</li></ul>
20%	Budget and grant utilization	<ul style="list-style-type: none"><li>- Early budget concepts seem reasonable and do not raise any red flags</li><li>- Applicant has a well-developed plan for how grant funds will be used to assist in development of program model and demonstration project</li></ul>
20%	LMI Benefits	<ul style="list-style-type: none"><li>- Projects that would be developed under applicant's proposed program model would deliver direct financial benefits to LMI households</li><li>- Proposed program model and potential resulting projects contribute non-energy benefits, such as housing affordability, emergency preparedness, displacement prevention, workforce training, or job creation</li></ul>
20%	Replicability	<ul style="list-style-type: none"><li>- Proposed program model appears to be sustainable and replicable by other groups in Oregon</li><li>- Proposed program model appears to be scalable</li></ul>

### Contracting and Allocation of Grant Funding

The selected applicant(s) will be invited to negotiate and execute a written grant agreement with Energy Trust that details the terms and conditions for the grant funding. Grant payments will be made to recipients based on the achievement of milestones established in the grant agreement. No award will be considered a commitment to award funding to any selected applicant until a final and binding written contract has been executed by and between Energy Trust and such selected applicant. Prolonged contract negotiations will not be undertaken; if it appears that contracting negotiations are not proceeding in a timely manner, Energy Trust may opt to terminate the discussions and select another applicant. Any party involved in these contracting discussions can terminate negotiations at any time and for any reason.

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## Application

Applicants should submit applications, in PDF format, to Zach Sippel at [zachary.sippel@energytrust.org](mailto:zachary.sippel@energytrust.org) with "LMI Solar Innovation Grant Application" in the subject line. Applications should be no more than six pages.

Applications should include the following information:

### 1. Applicant Contact Information

- a. Name
- b. Title
- c. Organization
- d. Mailing address
- e. Phone
- f. Email

### 2. Program Model Proposal

Describe the program model and solar demonstration project you are proposing in 500 words or less. Make sure to include answers to the following questions:

- a. What LMI group(s) will your proposal benefit?
- b. What kind of solar projects are expected to result from your proposed program? (For example: community building installation, residential rooftop, multi-family building)
- c. What is significant or innovative about your proposed program model?
- d. What funding sources have you identified to support solar projects that result from your program?
- e. What is the current state of development of your proposed program model?
- f. What is the key challenge(s) related to LMI solar affordability that you are trying to remedy with your program model?

### 3. Team qualifications

Describe the proposed structure of your team and how the essential functions listed on page 1 of the application will be filled. Describe your team's experience in planning or developing solar projects or programs, and working with your target LMI community.

### 4. Timeline

Describe your expected timeline for completing the award allocation milestones and for constructing the associated solar demonstration project(s).

### 5. Grant Budget Information

How much funding are you seeking for your proposal? Explain how you will utilize the grant funding to develop a program model and demonstration project concept. Include the categories of costs you are likely to incur and expected dollar amounts for each of those categories.

### 6. Impacts and Benefits to LMI Households

Describe the intended benefits and impact(s) of the program and proposed solar demonstration project for in 300 words or less including information on the expected financial benefit to LMI households and any additional non-energy or socio-economic benefits, such as housing stability, community resilience or workforce development.

To be considered complete for review and evaluation, the submitted application should include all items listed above.

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## Governing Terms and Conditions

By submitting an application, applicant represents that it is authorized to submit the application materials, all information provided in the application is true and correct, and applicant explicitly agrees to and accepts the governing provisions as set forth below and elsewhere in this document:

All materials submitted in response to this application shall become the property of Energy Trust and shall not be returned to the applicant.

This application does not constitute an offer to enter into a contract with Energy Trust for grant funding, nor does it commit Energy Trust to enter into a contract or similar undertaking with any applicant. Energy Trust reserves the right to suspend or modify the terms of this application or application process at any time in its sole discretion. This includes without limitation the right to cancel or revise this application at any time, vary any timetable or schedule, add or change any application provision discussed herein, waive any nonconformity in submissions received, accept or reject any or all of the items in the submission, or award any ultimate contract in whole or in part as it is deemed in Energy Trust's best interest. No verbal agreement or conversation made or had at any time with any officer, agent, or employee of Energy Trust, nor any oral representation by such party shall add to, detract from, affect or modify the terms of the application, unless specifically included in a written addendum to this application issued by Energy Trust.

Applicant is solely responsible for its own expenses in preparing an application and for any subsequent negotiations. Energy Trust will not be liable to any applicant for any claims, whether for costs or damages incurred by the applicant in preparing the response, loss of anticipated profit in connection with any final contract, or any other matter whatsoever. Applicant waives any right it may have to bring any claim, whether in damages or equity, against Energy Trust, Energy Trust Board of Directors or any of Energy Trust's agents, employees or contractors, with respect to any matter arising out of any process associated with this application.