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| CLEAN ENERGY FUND 3 – SOLAR DEPLOYMENT PROGRAM Instructions and Application | | | | | | | | | | | | |
| Directions:  Please follow the guidance provided in the Notice of Funding Opportunity, and complete this application in full. If an area does not apply, insert “NA”.  Please be aware that any information provided is subject to public disclosure. Only include proprietary information if necessary.  Part One: Designed to be a project snapshot and meant for non-technical staff review.  Part Two: Meant for applicants to provide additional detail for technical review.  *Complete both parts of the application. Incomplete applications may be disqualified.*  **Requirements:**   * The total length of the application, including inserted content, may not exceed 25 pages. * Failure to follow instructions as provided may result in project disqualification. * Margins may not be smaller than one inch. * The *font for this application may not be smaller than Arial 11 point* * Do not alter or edit any text other than responses as directed. * Responses may include embedded visual images or graphs in ***Part Two*** only. * Questions regarding the application *process* may be emailed to [energy\_policy@commerce.wa.gov](mailto:energy_policy@commerce.wa.gov). November 29, 2018 is the last day to submit process-related questions. *(No project-specific questions will be addressed.)*The maximum size of the application email, including attachments, is 10 MB to ensure delivery * Additional attachments may be included, but Commerce is under no obligation to review non-requested information.  1. Save the document with this file name structure:    * <Name of Submitting Entity>\_CEF3\_SOLAR APPLICATION 2. Print “Certification of Organization Official” at the end of the application, then read, sign, scan, and save as: <Name of Submitting Entity>\_CEF3\_SOLAR CERT ORG 3. Upon the completion of steps 1 – 2, attach the following and email to: [energy\_policy@commerce.wa.gov](mailto:energy_policy@commerce.wa.gov)    * Subject line: <Name of Submitting Entity>\_CEF3\_SOLAR APP PKG      1. Phase Two Full-Application Form      2. Certification of Organizing Official      3. Executive Order 0505 process documentation (if utilizing state funds)      4. Section 106 process documentation (if utilizing federal funds)      5. Site Diagram   *The Application must be received by 6:00 PM (PST) on Monday, December 3, 2018. Award decisions will be made, and the applicants notified, in late January 2019.*  *Commerce reserves the right to adjust timelines to ensure an equitable application review process.  Commerce is under no obligation to pay for any costs associated with preparation or submission of applications.* | | | | | | | | | | | | |
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| *CEF 3 Solar Deployment Application Part One* | | | | | | | | | | | | |
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| Applicant Information | | | | | | | | | | | | |
| Organization Name: | | | Click or tap here to enter text. | | | | | | | | | |
| Project Title: | | | Click or tap here to enter text. | | | | | | | | | |
| Dollar Amount of Funding Requested: | | | | | | | | Click or tap here to enter text. | | | | |
| Total Project Cost: | | | | | | | | Click or tap here to enter text. | | | | |
| Mailing Address: | | | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | | | | | | | | | |
| Physical Address: | | | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | | | | | | | | | |
| Project Contact Name: | | | Click or tap here to enter text. | | | | | | | | | |
| Organization Website: | | | Click or tap here to enter text. | | | | | | | | | |
| Email #1: | | Click or tap here to enter text. | | | | | | | Email #2: | | Click or tap here to enter text. | |
| Phone #1: | | Click or tap here to enter text. | | | | | | | Phone #2: | | Click or tap here to enter text. | |
| Organization Official/Title: | | | | Click or tap here to enter text. | | | | | | | | |
| Email #1: | | Click or tap here to enter text. | | | | | | | Email #1: | | Click or tap here to enter text. | |
| Phone #1: | | Click or tap here to enter text. | | | | | | | Phone #1: | | Click or tap here to enter text. | |
| Project Information | | | | | | | | | | | | |
| 1. | The applicant is a current Washington-based research institution, non-profit, private business, or other organization pursuing solar deployment. | | | | | | | | | | | |
| Yes | | | | | No | | | | | | |
|  | Applicant Universal Business Identifier (UBI) | | | | | | | | Click or tap here to enter text. | | | |
|  | Applicant Tax Identification Number (TIN) | | | | | | | | Click or tap here to enter text. | | | |
|  | | | | | | | | | | | | |
| 2. | Identify the location (street address, city, state) of the proposed project. | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | |
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| 3. | The proposed project generates at least five hundred kilowatts of direct current generating capacity. | | | | | | | | | | | |
| Yes | | | | | No | | | | | | |
| Briefly describe the project and how the project meets this requirement.  (Limit the response to under 100 words)  Click or tap here to enter text. | | | | | | | | | | | |
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| 4. | Other state grants are, or have been, utilized as part of the proposed project.  (No other state grants may be used. A “Yes” response makes this project ineligible.) | | | | | | | | | | | |
| Yes | | | | | No | | | | | | |
|  | | | | | | | | | | | | |
| 5. | If the project is approved for funding, the applicant’s preferred funding is: | | | | | | | | | | | |
| State | | | | Federal | | | | | Either | | |
| *If federal funding is selected, the applicant should consider potential increased costs when developing the budget for question Part 2 #7/8 due to additional federal requirements.* | | | | | | | | | | | |
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| 6. | All required historic preservation documentation has been completed and will be included with this application as an attachment. (*If answering no, applicant must complete the process prior to start of contracting*.) | | | | | | | | | | | |
| [State EO 0505 Yes](https://dahp.wa.gov/project-review/governors-executive-order-05-05)  No | | | | | [Federal Section](https://dahp.wa.gov/project-review/section-106) 106 Yes  No | | | | | | |
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| 7. | Does the proposed project have direct benefits to low income residents or communities that are equal to or greater than the requested grant amount? The larger the amount of direct benefits to low-income residents and communities, relative to the requested grant amount, the higher an application will be scored up to a 5:1 ratio. | | | | | | | | | | | |
| Yes | | | | | No | | | | | | |
| 1:1 of the “ask” amount = 100%  2:1 of the “ask” amount = 200%  3:1 of the “ask” amount = 300%  4:1 of the “ask” amount = 400%  5:1 of the “ask” amount = 500% | | | | | | | | | | | |
| Percentage of low-income direct benefits to requested amount: | | | | | | | | | | | % |
|  | | | | | | | | | | | | |
| 8. | If “Yes” to question #7, briefly describe the benefit and the mechanisms for providing direct benefits to low-income residents or communities. If “No”, enter “NA” below. | | | | | | | | | | | |
| (Limit the response to under 100 words)  Click or tap here to enter text. | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| 9. | Is this a distribution side project that will reduce peak electricity demand? If “Yes”, briefly explain below. | | | | | | | | | | | |
| Yes | | | | | | No | | | | | |
| (Limit the response to under 50 words)  Click or tap here to enter text. | | | | | | | | | | | |
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| 10. | Are the major project components manufactured in Washington State? Major components are the panels/modules or the inverters. If “Yes”, briefly explain below. | | | | | | | | | | | |
| Yes | | | | | | No | | | | | |
| (Limit the response to under 50 words)  Click or tap here to enter text. | | | | | | | | | | | |
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| *End of Part One* | | | | | | | | | | | | |
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| *CEF 3 Solar Deployment Application Part Two* |
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This section is for applicants to provide additional detail for technical review. Answers provided in Part Two should be complete and should be able to stand on their own. While there are no word limits for the questions below, keep in mind the entire application (Parts One and Two) and all associated documents must not exceed 25 pages.

Press and hold “shift” then return to enter responses for each question. Do not alter the numbering.

1. Provide a detailed description of the project. Include efforts to date, location, current project status, nameplate capacity in kilowatts of direct current (kW DC), estimated annual generation in kilowatt-hours (kWh), and a site diagram (may be attached as separate file). What portion of the project would be from CEF #3 Solar funds and what portion(s) of the project are funded by other sources? Specific dollar amounts from other funding sources are to be cited on the budget section of the application.
2. Describe in detail the direct benefits provided to low-income residents or the low-income community. Details should include how you define the low income community, who you are specifically providing services to and the project benefits to the low-income community. Quantify the project benefits, show the ratio of benefits to funding request, and provide the methodology and any calculations to back up assertions. Explain how the benefits will be distributed and any associated timeframes.

If providing non-quantifiable direct benefits or direct benefits not easily quantifiable state clearly how providing direct benefits will be accomplished. Explanations need to be thorough and to the same level as with the aforementioned direct benefits. Assertions need to be backed up with specific examples.

1. Describe the expertise and track record the project managers will bring to this project to be able to successfully complete the project within the designated timeframe. Describe any performance guarantees or other contract mechanisms used to ensure timely completion of the project, and any planned guarantee of performance.
2. Describe the design elements of the project that contribute to a reduction of peak electricity demand, if applicable to this project. If not applicable, enter “NA”. Examples may include use of battery storage, use of rotating-axis modules, and western orientation of a portion of modules.
3. Identify the point of interconnection of the proposed project. State whether the project will interconnect within the distribution system, including but not limited to, interconnection on the low side of a transmission substation.
4. Identify the major components, panels/modules or inverters, made in Washington that are to be used in the project. Identify the place of manufacture, provide backup and any certifications showing the equipment is made in Washington.

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|  | Detailed Project Budget  Please provide estimated budget costs for the categories as indicated below. For “specify” or “other” in the drop down menus, provide this information in the “Brief Description” box. | | | | | | |
| Budget Amount | | Budget Category | | Funding Source | | Brief Description | |
| $ | | Choose an item. | | Choose an item. | |  | |
| $ | | Choose an item. | | Choose an item. | |  | |
| $ | | Choose an item. | | Choose an item. | |  | |
| $ | | Choose an item. | | Choose an item. | |  | |
| $ | | Choose an item. | | Choose an item. | |  | |
| $ | | Choose an item. | | Choose an item. | |  | |
| $ | | Choose an item. | | Choose an item. | |  | |
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| $ | | Choose an item. | | Choose an item. | |  | |
| $ | | Choose an item. | | Choose an item. | |  | |
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| Total Project Cost: | | | | $ | | | |
|  | | | | | | | |
| 8. | Please provide proposed list of tasks/milestones/phase description, along with estimated costs and start/end dates as indicated below.  Totals from this section must match the Detailed Project Budget above. | | | | | | |
| Task/Milestone/Phase Description | | | | | Estimated Cost to Complete | | Estimated Start/End Dates |
|  | | | | | $ | |  |
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| Project Total | | | $ | | Project End Date | |  |
|  | | | | | | | |
| Additional Comments: | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
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Certification of Organizing Official:

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|  | Clean Energy Fund 3 CEF Solar Deployment Program Certification of Organization Official |

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| --- |
| Project Title |
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| Project Budget |
| $ |
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| CERTIFICATION OF ORGANIZATION OFFICIAL  I certify, on behalf of (Organization name) that (Organization name) will adhere to all Federal,  State, and local laws and regulations that are applicable to the Clean Energy Fund 3  Solar Deployment Program. I will also ensure adherence to the operations of (Organization name) and the scope of the proposed project.  (Organization Name) has all necessary, current business licenses and regulatory approvals required in the state of Washington, including but not limited to current registration status with the Secretary of State and Department of Revenue.  I have read the OFM Finance Guidelines and will adhere to state prevailing wage laws, as applicable.  The project proposed in this application could not go forward at the scale or on the schedule proposed without the requested funding. (Organization name) will use any funds received under this request, to supplement, not to supplant, other funds.  (Organization Name) certifies it is not using any other state funds as part of this project. |
| Signature Date |
| Print Name Title |

Insert Screen Shot of Current Department of Revenue Registration Here:

Insert Screen Shot of Current Secretary of State Registration Here:  
(If not available, provide justification and/or proof of eligibility to conduct business in Washington State.)

Application Process Survey

Survey Questions

*The following questions are intended to help us improve our application process. Please indicate your agreement/disagreement with the following statements.*

*Your responses will not impact the evaluation of your application in any way.*

1: Strongly Disagree

2: Disagree

3: Neither Agree nor Disagree

4: Agree

5: Strongly Agree

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| --- | --- |
| Name of Applicant: | |
|  | |
| Application Survey Questions | Responses |
| 1. The guidelines provided enough information on the program. |  |
| 1. The Bidders Conference was helpful introducing the application process |  |
| 1. The Notice of Funding Opportunity (NOFO) application instructions were clear. |  |
| 1. The NOFO application process was easy to follow. |  |
| 1. I was able to receive the assistance I needed from Commerce to complete the application. |  |
| 1. Commerce staff was timely in responding to process related inquiries. |  |
| 1. I had adequate time to prepare the application prior to the deadline. |  |
| 1. Given program requirements, the application process was reasonable. |  |

Resumes:

Insert up to three resumes of principal project participants, including roles, here:

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| *End of Application* |
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