

MUNICIPAL SOLAR GRANT PROGRAM
APPLICATION FORM
RFP# 2024-006
NH Department of Energy
21 South Fruit Street, Suite 10, Concord, NH 03301

NOTE: Failure to answer all questions, unless otherwise noted, will be considered an incomplete application and will not be eligible for funding.

SECTION I. TRANSMITTAL LETTER

Name of Municipality:

POINT OF CONTACT INFORMATION FOR PROJECT

Name:

Title:

Address:

Email:

Daytime Phone:

AUTHORIZED REPRESENTATIVE FOR PROJECT

Name:

Address:

Title:

Email:

Daytime Phone:

SECTION II. PROJECT ELIGIBILITY

1

Project Title:

2

Municipality's 2023 Core Data Index Score:

3

Municipality's SAM Unique Entity Identifier (12-digit UEI #):

4

Address of proposed solar project:

5	Addresses of all municipal buildings benefiting from the project:		
6	Will the completed project be solely owned by the municipality or be subject to a PPA or third party agreement?	Solely Owned	PPA / Third Party
7	Will any part of the project be located in a flood plain or hazard area? <i>Include copy of map with proposal.</i>	YES	NO
8	Will any part of the project be located in a wetlands area? <i>Include copy of map with proposal.</i>	YES	NO
9	Does the project have at least 80% insolation?	YES	NO
11	What is the project's capacity in kW DC and annual energy production?	kW DC	(Modeled kWh/year)
12	What was the 2023 electrical load, in kWh, of the municipal buildings benefiting from the project?		
13	What is the anticipated percentage (%) of the electrical load will be served by the project?		
14	What is the anticipated total project cost: \$		
15	Total grant amount requested under this RFP: \$		
16	Target project completion date:		
SECTION III. TECHNICAL PROJECT OVERVIEW			
1	Provide an overview of project site location(s) and a description of where the project is to be sited. Include panoramic and aerial site photos along with your proposal.		

2	<p>Describe how the proposer plans to maintain site control and confirm that the project is located on municipal owned land or property. Include evidence of municipal ownership of the project site and all municipal buildings along with your proposal.</p>
3	<p>Describe the system size (kW DC) and generating facility equipment, including manufacturer, model, number of inverters, panels, racking, production meter, monitoring software. Include all specification sheets for project materials along with your proposal submission. Provide a statement whether the proposer anticipates the need for a waiver from the Build America, Buy America (BABA) requirements and indicate what project components you seek to be waived.</p>
4	<p>Describe who conducted the solar photovoltaic (PV) schematic (including one-line drawing). Include a copy of the one-line drawing.</p>
5	<p>Describe the results of the Solar Site Survey with solar shading analysis and estimated annual production. A minimum of 80% isolation is required. Include a copy of the Solar Site Survey with your proposal.</p>
6	<p>Describe the labor and product warranties, if any. Projects must include a long-term plan for one full replacement of project inverters, including any financing plan detailing reserved or dedicated funding for inverter replacement.</p>

7	<p>Describe the projected kilowatt-hours (kWh) to be generated, both annual and lifetime, using the PV Watts Calculator, as well as the assumptions (e.g., capacity factor, degradation factor) used for the estimate. Include a copy of your PV Watts Calculator results with your proposal.</p>
8	<p>Provide a project timeline, including start date, key milestones in project progression (e.g., design, permitting, construction, start-up, commissioning), and expected interconnection date. <i>If awarded, assume up to four (4) weeks of contract negotiation and up to eight (8) weeks for contract review and approval by the Governor and Executive Council.</i></p>
9	<p>List any specific permits and approvals that will be required for the project and the status of those permits and approvals, including the date on which they were or are anticipated to be approved.</p>
10	<p>Describe the status of the interconnection review process. Provide the date on which the following steps occurred or is anticipated to occur: i) submittal of pre-application, ii) submittal of interconnection request, iii) execution of system impact study agreements, and iv) execution of interconnection agreement. Additionally, describe any distribution system upgrades that will be needed to accommodate the project.</p>

11	<p>Provide a statement as to whether or not the project conforms to the Recommended Project Design outlined in RFP Section II - Part F.</p>
12	<p>If your project does not conform with RFP Section II - Part F, answer questions A, B, C, D and E below:</p> <p>a. Will the project be installed in or on an existing building(s)? YES NO</p> <p><i>If no, describe where the project will be installed.</i></p> <p>b. Will the project cause any level of ground disturbance? YES NO</p> <p><i>If yes, describe the ground disturbance necessary for the project's completion. Include a Request for Project Review that has been reviewed and signed by NH Division of Historical Resources (DHR) with your proposal.</i></p> <p>c. Will the project require any tree removal and/or trimming? YES NO</p> <p><i>If yes, describe the level of tree removal and/or trimming necessary for the project's completion.</i></p> <p>d. Will the project require structural reinforcement? YES NO</p> <p><i>If yes, describe the level of structural reinforcement necessary for the project's completion.</i></p> <p>e. Does the project conform to the exemption outlined in Appendix B, 4f of the NH Historic Preservation Programmatic Agreement? YES NO</p> <p><i>If no, describe how the project does not conform to the exemption. Include a Request for Project Review that has been reviewed and signed by DHR along with your proposal.</i></p>

13	<p>If the project is a roof-mounted system, describe the age of the roof, the status of any structural roof analysis, and the name of the firm conducting the analysis.</p>
14	<p>Explain the project's ownership structure including the system owner(s), the site owner(s) if different, and any power purchase agreement (PPA) or third-party ownership arrangement. Include a copy of the PPA or third-party ownership agreement, and if applicable, describe or include the plan for effective management and communication between all system stakeholders for the life of the system.</p>
15	<p>Describe the system's operations and maintenance plan, including both short-term and long-term system operation, maintenance, and monitoring arrangements. Detail any monitoring systems that are installed, the roles of any parties if any maintenance issues arise or in any monitoring arrangements, how often any regular system maintenance will occur, and any training and guidance being offered to those who will be responsible for maintaining the system in the future. Describe the estimated project lifespan, including any associated costs.</p>

SECTION VII. QUALIFICATIONS, EXPERIENCE & MANAGEMENT OF FEDERAL FUNDS

1	Describe assignments and roles of individual key project personnel, listing the project developer, solar installation company, NH licensed electrician, and any other project personnel.
2	Provide a summary of qualifications, experience, and roles of the project team. Include resumes for all project team members, including key personnel, including the solar developer, solar installation company, and all contractors and subcontractors, such as electricians. resumes for all project team members. List assignments and roles of individual key project personnel. Provide any relevant NH license number for any specialized professionals.
3	Provide summaries of similar municipal solar or commercial/industrial projects undertaken by key personnel; including the date of project installation, summary of project, current status of project, client name, and name and phone number of contact for reference.

SECTION IV. ENERGY SAVINGS

1	Provide the 2023 electrical load(s) of the municipal building(s) that would benefit from the project.
2	State the percentage (%) of 2023 electrical load(s) that will be covered by the project's annual generation.

3	List the paid in electric costs for 2023 for the municipal building(s) that would benefit from the project. Include monthly and/or annual direct electric bill amounts.
4	Provide the projected electric bill impacts on a monthly or annual basis for both kWh and dollar amounts. Describe any assumptions and methodologies used for these calculations.
5	Describe any energy efficiency measures that will be implemented as part of, or along side of, the project. Explain the anticipated energy savings, in both kWh and dollar amounts, from these completed measures.

SECTION V. METERING ARRANGEMENTS

1	State whether the project will be serving a building with a commercial meter or a different type of electric meter. Also identify the rate class (current or expected) of the interconnecting meter account holder(s).
2	If applicable, describe any group net metering arrangements including how project benefits will be provided to any different municipal accounts/buildings.

3	<p>Explain the utility provider's role in the implementation of the project. Proposers should communicate directly with the appropriate utility for project guidance, requirements and/or conclusions. Include copies of all documents that support the utility's discussions and decisions towards a successful implementation plan.</p>
---	---

SECTION VI. PROJECT DEVELOPMENT, COSTS AND FINANCING

1	<p>Attach a total project cost estimate, including itemized costs for equipment, labor, design, permitting, materials, balance of system costs, contractual costs, etc., and any specific quotations from vendors and contractors.</p>
---	--

PART A.		
<p>Use the table below to state the funding sources and amounts that collectively cover the total cost of the project. Include the grant amount being requested and a short description of each additional funding source:</p>		
2	Funding Source:	Amount:
	<i>Municipal Solar RFP Grant Amount Being Requested</i>	\$
		\$
		\$
		\$
		\$
	<i>Total Project Funding Package Amount:</i>	\$

2	<p>PART B.</p>
	<p>Attach a copy of the most recent financial audit completed by a third party; and attach copies of all letters of intent and/or commitment from investors, lenders, financiers, and other local, state or federal funding sources.</p> <p>Outline any additional financial resources such as rebates, tax credits, etc. that are anticipated to be used for the project and if applicable, submit the documentation with your proposal.</p>
	<p>PART C.</p>
	<p>Provide a statement attesting that the Municipal Solar Grant Program shall not replace or supplant any other existing non-federal funding sources for the proposed project.</p>
<p>SECTION VIII. COMMUNITY SUPPORT</p>	
1	<p>Summarize the community's support for the project. Include any letters of community project support along with your proposal.</p>
<p>SECTION X. CONFLICT(S) OF INTEREST</p>	
1	<p>Provide an explicit statement whether any potential conflicts of interest exist relating to any project team members (including proposers, project teams, contractors, and subcontractors).</p> <p>All project team members have a continuing obligation to inform the Department of any potential conflicts of interest that exist now or may develop in the future.</p>

SECTION XI. SIGNATURE SECTION

*****Must be completed by the representative authorized listed in Section I.*****

Name:

Title:

Phone:

Email:

By signing below, the representative above is certifying that they:

Understand all requirements listed in RFP 2024-006; and

That the information provided in this application is true, correct and complete to the best of your knowledge.

DATE:

Legal Signature: