Applications due August 14, 2024 by 5 p.m. (PST)

 **Background**

In 2024, PSE will offer up to $1,250,000 in competitive funding for solar installations to community-based organizations, government agencies and Tribal entities serving historically marginalized communities.

**How to apply**

**Step 1:** Review the Information for Applicants document for eligibility, project requirements and evaluation information. All resources to help complete this application can be found at [pse.com/applysolargrant](https://pse.com/applysolargrant)

**Step 2:** Submit any questions by August 13, 2024 to psegreenpower@pse.com. Responses will be emailed directly to the applicant and posted on the [PSE website](https://pse.com/applysolargrant) biweekly in a FAQ format.

**Step 3**: Complete the application form and supplemental document checklist with your selected installer and with Spark Northwest if you are pursuing grant writing assistance. **You must complete all required fields in the application form** in order for your project to be considered for funding. Please be more detailed than not when responding to questions. This will help us adequately review your proposed project.

**Step 4:** Submit the completed application form and supplemental documents to Puget Sound Energy on or before August 14, 2024 by 5 p.m. (PST) by sending all files to psegreenpower@pse.com. **Please send this application form in the Microsoft Word (.docx or .doc) file format.** Supplemental documents may be submitted as Word, PDF, Excel, or other common file formats, as appropriate.

**Application and award timeline**

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| June 4, 2024 | Grant application released |
| June 12 & 19, 202412 – 1 p.m. | Live applicant Q&A sessions. Links to these meetings can be found at [pse.com/applysolargrant](https://pse.com/applysolargrant) |
| Before July 31, 2024 | Contact Spark Northwest (grant.support@sparknorthwest.org) for grant writing assistance (optional and limited) |
| August 13, 2024 | Final day to submit questions to psegreenpower@pse.com |
| August 14, 2024 | 5 p.m. (PST): Submission deadline for application and supplemental documents |
| August – October 2024 | Applicants participates in grant interview |
| October – November 2024 | Review panel assesses projects and makes final funding decisions |
| November - December 2024 | Notification of award |
| November – December 2024 | Optional application feedback offered to unsuccessful applicants |
| 2025-2026 (depending on project size) | Projects completed and commissioned |
| One year after project completion | Grantee will report on how the savings they received from the solar array were used to directly benefit historically marginalized communities |

**A. Eligibility questions**

The applicant must be able to answer “yes” to the following questions to be eligible for funding.

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| Is the project site located in PSE’s electric service area?  | [ ]  Yes | [ ]  No |
| Is the applicant a community-based organization, government agency, or Tribal entity, serving historically marginalized community members?  | [ ]  Yes | [ ]  No |
| Is the project site owned by the applicant, or leased with a minimum 5-year lease remaining?  | [ ]  Yes | [ ]  No |
| Is the total solar resource fraction (TSRF) at least a 75% average of all points in the proposed solar array? | [ ]  Yes | [ ]  No |
| If any of the above items are checked ‘No’, please contact psegreenpower@pse.com to confirm eligibility, and include an explanation below. |
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**B. Summary information**

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| **APPLICANT Information** |
| **Organization name** |   |
| **Taxpayer Identification Number** |   |
| **Organization description**Including mission, history, purpose and who it serves.**Please note! The applicant may submit this portion of the application in a narrative, video or audio format** |   |
| **Primary project contact information. Please note:** This person will also be responsible for providing ongoing reporting for the project. | Name:  |   |
| Title: |   |
| Phone number: |   |
| E-mail address: |   |
| Organization name: |   |
| **Installer contact information:** | Name:  |   |
| Title: |   |
| Phone number: |   |
| E-mail address: |   |
| Organization name: |   |

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| **PROJECT INFORMATION** |
| **Project name** |   |
| **Physical address where project will be installed**Include property name, street address, city, zip code.  |   |
| **Will the solar array be connected to a building with permanent PSE electric service in place?** | [ ]  Yes[ ]  No, the building is being constructed, permanent electric service is not in place and the applicant does not yet have an electric account here |
| **Site owner**Include lessee/lessor information in any case where site is not owned by applying organization. If applicant is the site owner, enter “N/A”. |   |
| **PSE Account Number**This is 12 digits, beginning with a 2. Please note if the building has multiple accounts. |   |
| **Account holder**Who is listed on the PSE electric bill? Please note if this is different than the applicant for grant funding. |   |
| **Project capacity**In kW AC **and** KW DC |  kW AC |  kW DC |
| **Estimated annual kWh generation of proposed system**Applicants for Package B ( > 100 kW AC) should not exceed 120% of the annual load at the Premises. |   |
| **What is the current annual kWh consumption of the facility where the power will be consumed?**If the site is new construction, provide an estimate. |   |
| **Total Solar Resource Fraction (TSRF)**Expressed as a percentage. Projects must have an average of 75% TSRF of all points in the proposed solar array. |   |
| **Is this project a new solar installation or the extension of an existing solar array?** | [ ]  New solar installation[ ]  Extension of an existing solar array |
| **If the project has an existing interconnection application, please provide the reference number.** Please note: This is uncommon to have at this stage. |   |

**C. Project narrative**

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| **PROJECT FEASIBILITY** |
| 1. **Provide a brief summary of the proposed solar project.**
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| 1. **Please describe the project team that will be leading the installation to completion.**
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| 1. **Describe the qualifications of the chosen installer, including their experience with similar projects.**
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| 1. **Describe the current status of the project. Include planning and design work completed to date.**
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| 1. **Identify potential challenges and risks to completing the project on time and within budget, and your strategy for mitigating each of those risks.** Please include any resourcing constraints you may be experiencing.
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| 1. **Describe the long-term maintenance plan, including sources of funding to implement the plan.**

List any warranties on equipment and labor. Identify who will oversee maintenance and any agreements with maintenance service providers. Include schedule of maintenance, if known. Confirm that the system will be insured for at least 5 years. |
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| **COMMUNITY IMPACT (80% of project score)** |
| **Please note! The applicant may submit this portion of the application in a narrative, video or audio format** |
| 1. **How does your organization serve and benefit historically marginalized communities or communities with deepest need?**
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| 1. **How will the applicant’s lower utility bills, as a result of this solar project, be used to benefit historically marginalized communities and/or communities with deepest need?** Please be specific about these tangible benefits. Examples may include increased services, reduced membership fees, etc.
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| 1. **Describe the applicant’s and/or project team’s demonstrated commitment to diversity, equity and inclusion.** This may include projects, internal policies, trainings, and other demonstrated commitments. Diversity in this context may include, but is not limited to, racial diversity, socioeconomic diversity, gender diversity, etc.
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| **WORKFORCE DEVELOPMENT (10% of project score)** |
| 1. **Does the project provide any workforce development opportunities to historically marginalized community members?** This may include opportunities to work on the installation, additional workforce-related educational opportunities, or similar.
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| **EDUCATION AND OUTREACH (10% of project score)** |
| 1. **How will you raise awareness about the project and clean energy within your community?**Check activities you plan to complete and provide additional detail where requested.
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| [ ]  Email or print newsletter | Number of subscribers:  |
| [ ]  Press release | If you are aware of specific media outlets that may be interested in this story, please identify:  |
| [ ]  Professional networks/ associations/conferences  | Please identify:  |
| [ ]  Ribbon cutting event |   |
| [ ]  Social media | Number of followers:  |
| [ ]  Website |   |
| [ ]  Other  | Please describe:  |
| 1. **Who is the point person for implementing the recognition plan?**
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| **OTHER (OPTIONAL)** |
| 1. **Please share how you heard about this grant**Examples: A PSE staff member, a solar installer, a past recipient, pse.com, social media, etc.
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| 1. **Please share the number of employees and volunteers your entity relies on to complete your mission.**
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| \_\_\_ Employees\_\_\_ Volunteers\_ \_ Other employment type Please specify:  |
| 1. **What diversity, equity and inclusion programs do you plan to or wish you could implement in the future?** What has made it difficult to implement these programs to date?

If applicants are looking for DEI programs or trainings, please reference the DEI Resources document in the package of application materials. |
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| 1. **Please insert testimonials or letters of support from clients or community members you serve in the space below or as supplemental documents to this application.**
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| 1. **Review panel staff may conduct an online search of applicants’ history and reputation within the community. This includes but is not limited to online reviews. Knowing this, is there anything you’d like to preemptively address?**
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| 1. **If awarded, is the applicant interested in selling** [**Renewable Energy Certificates**](https://www.epa.gov/green-power-markets/renewable-energy-certificates-recs) **(RECs) for this project to PSE?** RECs are a market-based instrument that represent the non-power, “green” attributes of renewable electricity generation. If sold the owning organization cannot claim the solar as part of a sustainability plan or measure for the life of the REC contract. However, selling the RECs as part of a short or long-term contract creates an income stream for the life of the contract. You are not beholden to this answer, if awarded. Your answer to this question will not impact PSE’s decision to fund your project.
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**D. Project budget**

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| **Project BUDGET** |
| Please provide an itemized budget for eligible costs including the categories listed below**.** Budget must be based on an installer quote that is valid through January 31, 2025. |
| **Eligible costs** | **Amount** | **Line item description** |
| System installation costs (equipment and labor), including sales tax |   |   |
| Permitting fees, if applicable (please itemize) |   |   |
| Interconnection costs |   |   |
| Other solar installation costs (please itemize) |   |   |
| Marketing, education and outreach costs, not to exceed $1,000 (please itemize) |   |   |
| Contingency fund for electrical upgrades (only for projects located on an existing building. Must represent no more than 5% of total budget) |   |   |
| **TOTAL ELIGIBLE PROJECT COSTS** * For projects less than or equal to 100 kW AC, this amount should total no more than 100% or up to $100,000
* For projects greater than 100 kW AC, this amount should total no more than 50% or up to $250,000
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| **ADDITIONAL FUNDING SOURCES**If funding request is less than 100% of project costs, please be clear about the source of additional funding. |   |
| **TAX INCENTIVES/CREDITS**Are you planning to take state or federal tax credits or incentives associated with this installation? If so, please explain how they factor into your overall project budget.  |   |

**Reminder: The following costs are NOT eligible for reimbursement:**

* Activities not directly associated with the capital costs of renewable energy systems, including structural or site improvements required prior to project construction such as canopies, roofing, tree removal, lighting, flooring, and structural reinforcement
* Fees incurred for project estimates or bids
* Site evaluation expenses
* Engineering expenses incurred prior to project funding
* Landscaping costs
* Construction bond costs
* Equipment (e.g. monitors) used to display solar production at the site
* Future maintenance or repair costs
* Donated, in-kind, or volunteer materials or labor

**E. Project timeline**

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| **PROJECT TIMELINE** |
| Please provide estimated dates for project milestones listed below, and any additional comments regarding project timeline. |
| **Milestone** | **Date** | **Comments** |
| Award notification | November/December 2024 | Dependent on number of applications received |
| First 50% of award provided | Late 2024/Early 2025 | After submitting signed contract with installer |
| Apply for electrical interconnection |   |   |
| Equipment procured |   |   |
| Drawings and engineering completed |   |   |
| Permits received |   |   |
| Equipment delivered |   |   |
| Construction begins |   |   |
| Construction completed |   |   |
| Inspections and interconnection completed |   |   |
| Commissioning  |   |   |
| Final 50% of award provided | After system commissioning  |  |
| Year-one report |   | One year after project completion, grantee will report on how the savings they received from the solar array were used to directly benefit historically marginalized communities |
| Additional comments regarding timeline:  |
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**F. Receiving feedback**

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| **Receiving feedback** |
| All applications are discussed at length by a panel of internal PSE staff and member’s of PSE’s [Equity Advisory Group (EAG)](https://www.cleanenergyplan.pse.com/#EAG). EAG members are external advisors to PSE and are advocates for historically marginalized community members. The review panel will prepare thoughtful feedback on your application, whether you are awarded or not. And we would be happy to share that feedback with you after final funding decisions have been made. |
| **After funding awards are announced, would you like to receive the feedback the review panel provided on your application?** | [ ]  Yes[ ]  No |
| **If yes, how would you like to receive that feedback?** | [ ]  Email[ ]  Meeting[ ]  I will decide later |

**G. Supplemental document checklist**

**Required application documents**

Please clearly label each attachment included in your application with the following **bolded** labels.

Applicants must include the following required application documents for their project to be considered for funding.Please submit this completed checklist along with your application. If any required documents are not included, please identify the reason below.

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|[ ]  **Site evaluation**. Must include a solar resource assessment and energy production estimate. Describe any potential future shading from buildings based on zoning and planned development. Include photos of proposed project site and/or building with captions (compiled into a PDF). |
|[ ]  **Equipment specifications.** Include warranty and performance information for modules, inverter(s), racking, and any other major system components to be installed. |
|[ ]  **Site control agreement.** If site is not owned by project applicant, provide a copy of the long-term lease agreement and written approval from the property owner to pursue and, if awarded, install the project. |
|[ ]  **Installer bids.** Proposals or bids to support budget estimates, from at a minimum, the selected installer, and up to two additional installers. Bid from the selected installer must be valid through Jan. 31, 2025. |
|[ ]  **Certification.** Signed certification form (provided by PSE). |
|[ ]  **Justification for missing documentation:** |
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**Optional application documents**

Please clearly label each attachment included in your application with the following **bolded** labels.

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|[ ]  **Testimonials or letters of support.** Applicants may show their community impact and the satisfaction of their clients by submitting testimonials or letters of support as supplemental documents to this. |
|[ ]  **Video or audio narrative for Organization Description and/or Community Impact section**  |