

SUN FOR ALL

Solar Empowerment Grants

Grant Application for Organizations Serving Low Income and Vulnerable Populations in Indiana

Issued: June 15, 2020
Responses Due: 5:00 pm EDT July 10, 2020

SECTION 1. SUN FOR ALL Solar Empowerment Grants – PROGRAM INTRODUCTION

Thank you for your interest in the organization application component of the SUN FOR ALL Solar Empowerment Grant (SUN FOR ALL) program. We are pleased you are interested in applying for funding to capture the energy of the sun to energize your community!

Solar project funding totaling approximately \$450,000 is available for the installations of projects that are less than 0.5 MW **for community, educational, religious, and non-profit organizations who primarily serve low income households or individuals**. A preference will be given for projects in the Indiana Michigan (“I&M”) Power Company’s electric service territory, but organizations in any electric service territory in Indiana may apply. For organizations interested in applying for a SUN FOR ALL grant, this application must be completed, including providing the requested documentation, such as the requirement to provide 12 months of bills from your building’s electricity provider. This application also provides you with general information as to what would be required of your organization, should you be selected.

The SUN FOR ALL program may award up to 100% of the cost of the solar installation, although preferred applicants will provide some funds or in-kind donations to help pay for and support the proposed project. **Please note, however, that even if your organization is selected, this does not guarantee a certain size of solar system or a certain amount of funding. In addition, it does not guarantee that solar panels will actually be technically feasible at your location, e.g., solar panels may not be technically feasible on a historic building with an older roof.** Rather, the technical evaluation of the proposed project location will be completed once solar contractors are selected through a SUN FOR ALL’s competitive bidding process, and the Application Review Committee will determine at that time whether the solar installation may proceed and, if so, at what size and at what cost.

Interested applicants must meet the minimum eligibility requirements described herein and submit a complete response to this Application and any requested documentation to SUNFORALL2020@gmail.com by **Friday, July 10, 2020, at 5pm EDT** in order to be considered for funding. Responses to this Application will be reviewed by the grant administration team and the Application Review Committee. Solar contractors bidding to install the projects will also have access to grant applicants’ technical information submitted in and attached to their respective applications.

SECTION 2. SUN FOR ALL – PROGRAM BACKGROUND

The funding for the creation of the SUN FOR ALL Solar Empowerment Grant Program was provided by American Electric Power (AEP), I&M's parent company under a legal settlement with the U.S. Environmental Protection Agency, eight states, and 13 citizen groups.¹ The settlement included an agreement by AEP to invest \$3.5 million to improve air quality and to reduce pollution in Indiana through various projects. The AEP settlement monies are being overseen by an oversight committee that includes Citizens Action Coalition, Clean Air Council, and Indiana Wildlife Federation, with the Sierra Club as a non-voting member and Environmental Law & Policy Center as a non-voting legal advisor and facilitator. The fiscal agent for the SUN FOR ALL grant program is the Citizens Action Coalition Educational Fund (CACEF).

SECTION 3. ELIGIBILITY

Eligible recipients must meet the guidelines outlined below. Organizations with nonprofit designation from the IRS are eligible, as well as units of local government. Grant applicants should primarily serve low income individuals, have buildings that are ripe for going solar, and be able to readily channel savings into enhancing the organization's programming that is already geared toward serving low income individuals.

Preference will be for those organizations who are Indiana Michigan ("I&M") Power Company electric customers in Indiana, but organizations in any electric service territory in Indiana may apply.

SECTION 4. APPLICATION

This application and the documents requested herein should be sent to SUNFORALL2020@gmail.com by **Friday, July 10, 2020, at 5pm EDT**. The Application Review Committee plans to select recipients soon thereafter so that the competitive RFP for solar contractors to evaluate and complete these installations can be released by late July. The installation of the projects should be completed as soon as possible thereafter, preferably no later than December 31, 2020. Timelines for, feasibility of, and size of installations will be determined in conjunction with the yet to be selected SUN FOR ALL solar contractors, the Application Review Committee, and the funding recipients. No project will be over 0.5 MW.

¹ These groups are Ohio Citizen Action, Citizens Action Coalition of Indiana, Hoosier Environmental Council, Ohio Valley Environmental Coalition, West Virginia Environmental Council, Clean Air Council, Izaak Walton League of America, Environment America, National Wildlife Federation, Indiana Wildlife Federation, League of Ohio Sportsmen, Sierra Club, and Natural Resources Defense Council, Inc.

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Grant Application Form **Due 5pm ET on Friday, July 10, 2020**

Please complete the following form. Responses may be supplemented with referenced attachments. Please also provide any requested documentation as appendices.

1. Organization Information

A) Name of Applicant Organization _____

B) What is the mission of the Applicant Organization? _____

C) Describe at least one major past accomplishment or future planned project or initiative related to serving low income community residents: _

D) Executive Director tenure: _____

E) Indicate the number of staff (full time, part time, and volunteer):

Full-Time: _____ Part-Time: _____ Volunteer/s: _____

F) Please list all major programs and services of the Organization, e.g. functional expense areas: _____

G) Organization's annual operating budget: _____

H) Primary Point of Contact for Organization

Name and Title _____

Phone _____ Email _____

Address _____

2. Proposed Project Location

A) Address of Proposed Location_____

B) Property Owner Name_____

C) If the proposed project location is not owned by the Applicant Organization, has Property Owner expressed a willingness to have a solar PV project on the building or at the project site? **Circle: Yes or No**

D) If the Project Location is not owned by the Applicant Organization, please explain how the benefits of the SUN FOR ALL Grant will accrue to the benefit of the Applicant Organization for the useful life of the grant project.

E) Who is the electricity service provider for the Proposed Location?

F) If you know, does this electricity service provider offer Net Metering for solar installations? **Circle: Yes or No or Unsure.**

G) Please describe and provide a simple drawing in the box below of your building and project site (i.e., use circles, squares, rectangles, etc. to sketch out the project site). This may be provided as separate documentation, if necessary.



H) How old is the building? _____

I) What is the age of the roof? _____

J) What is the type of roof (i.e., is it a flat roof, what type of material is the roof)? _____

K) What is the approximate slope of the roof in degrees (e.g., the roof slopes at approximately 45 degrees)?

L) What is the condition of the roof (i.e., any plans to repair or replace or add new equipment on the roof such as a new air conditioner)?

M) Are there any other things we should know about the condition of the building and roof or ground surfaces that would be impacted by the proposed project (e.g., large trees shading roof, etc.). This may be provided as separate documentation, if necessary.

N) Please describe all steps, if any, that have been taken to assess the viability for solar PV panels in the proposed project location. This may include solar exposure analyses (web-based² or other), engineering or structural load analyses, current zoning and any deed restrictions, and neighborhood and/or historic preservation group approvals. Please include available supporting documents as appendices.

O) *Documentation Required:* **Please provide** as an appendix at least one full year of **detailed bills showing your electricity consumption data** from your electric company, in kilowatt hours (kWh), on a per month basis. This information may be found on your bill, from your account online, or by contacting your electric utility's customer service department..

P) *Documentation Required:* **Please provide** as an appendix an AERIAL VIEW of project site, marking the specific planned location on the proposed site for placement of solar panels. An applicant organization could use Google maps (<https://www.google.com/maps>) to assist with this requirement by printing a map of the address location and marking where exactly the applicant would like the installation.

Q) *Documentation Required:* **Please provide** a copy of the Applicant Organization's:
(1) IRS determination letter;
(2) most recent audit; and
(3) most recent Form 990.

² Resources include Google Project Sun Roof (<https://www.google.com/get/sunroof#>) and Solar Estimate (<https://www.solar-estimate.org/solar-panel-calculators>).

3. Cost

Please note that applicants are not expected to present a proposed cost or budget. The selected organizations will be working with the selected SUN FOR ALL solar contractors and the Application Review Committee to determine what is possible at the proposed project site location with the available funds.

A) Is applicant willing to sign a binding grant agreement in order to receive the funds for the purchase and installation of the solar energy system? This will ensure that the funds are properly used and the requirements to provide a report by May 14, 2021, and engage media are followed. **Circle: Yes or No**

B) Does applicant understand and agree that funds received from the SUN FOR ALL program are to be used solely for the purchase and installation of solar energy systems, i.e., funds are not available for personnel, administration or program costs, or for site preparation such as roof replacement? **Circle: Yes or No**

C) Please describe in detail any matching or other funds (or in-kind donations) that the organization may bring to the table from other committed sources.

4. Applicant Organization’s Focus on Serving Low Income and Vulnerable Populations in Indiana

A) Please describe applicant organization and how it, as part of its mission, provides services and/or programming that benefits low income and vulnerable populations in Indiana. **Please provide** any supporting documentation as an appendix.

B) Please provide a timeline for proposed community engagement as described above.

C) Please explain how the above benefits will be measured and/or achieved.

D) Please state who will be responsible for communicating with the public and the media about this project.

Name _____

Phone _____ Email _____

Address _____

6. Energy Efficiency Efforts

A) Please describe any energy efficiency, energy saving steps that have already been taken by the applicant organization. This may include energy audits, equipment upgrades, demand management, insulation, lighting retrofits, etc. This may be provided as separate documentation, if necessary.

B) Please describe any planned energy efficiency projects for the project location and provide details such as partners, timeline, budget and funding sources, and projected energy savings, as applicable.

7. Reporting Requirements If Selected

Applicant Organizations that receive SUN FOR ALL grant funds agree that as a condition of retaining those funds they shall submit the following reports:

- 1) Installation Status Report on or before December 31, 2020;
- 2) Project Completion Report due within two (2) weeks of project completion if project is not completed by December 31st. *[If the Project is completed before December 31st, this completion report may be submitted with the December 31st Installation Status Report. Please note that the Status Report and the Completion Report will use the same report form in Appendix A.];* and
- 3) Final Report on Project Performance by May 14, 2021 (see Appendix A for the required elements and these report forms).

- A) Does the applicant agree to do such reporting? **Circle: Yes or No**
- B) Please state the name and contact information for a primary and secondary person that would be responsible for submitting the above referenced reports to the SUN FOR ALL Grant Administrator at SUNFORALL2020@gmail.com by the designated deadlines, if selected.

Primary Contact Name _____

Phone _____ Email _____

Address _____

Secondary Contact Name _____

Phone _____ Email _____

Address _____

SECTION 5. DISCLAIMER & CONFLICT OF INTEREST POLICY

The purpose of the conflict of interest policy is to ensure that the SUN FOR ALL grant program is fair and transparent and to protect the interests of Citizens Action Coalition Education Fund as the fiscal agent. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

Applicant Organizations affiliated with the parties to the Consent Decree that funded the SUN FOR ALL grant program must disclose that affiliation on their grant application and, depending on the nature of that affiliation, may not be eligible for grant funds. Parties to that consent decree include: Ohio Citizen Action, Citizens Action Coalition of Indiana, Hoosier Environmental Council, Ohio Valley Environmental Coalition, West Virginia Environmental Council, Clean Air Council, Izaak Walton League of America, Environment America, National Wildlife Federation, Indiana Wildlife Federation, League of Ohio Sportsmen, Sierra Club, Natural Resources Defense Council, Inc., and American Electric Power, Indiana Michigan Power Company (including board members, staff members, and consultants related to the settlement), and any other parties working on Consolidated Cases Civil Action No. C2-99-1182, Civil Action No. C2-99-1250, Civil Action No. C2-04-1098, Civil Action No. C2-05-360 before the U.S. District Court for the Southern District of Ohio Eastern Division.

In addition, Applicant Organizations affiliated with the SUN FOR ALL grant administration team or Application Review Committee must disclose that affiliation on this grant application and, depending on the nature of that affiliation, may not be eligible for grant funds. The Application Review Committee will determine the recipients of the SUN FOR ALL grant funds. To avoid a conflict of interest, voting members of the SUN FOR ALL Application Review Committee (and any organization to which that person is a staff member, officer or board member) are not eligible grant applicants. Application Review Committee members will be required to sign a conflict of interest statement and disclosure.

Does the Applicant Organization verify and affirm that, with respect to this application, it has disclosed and attached in writing any significant affiliation it has with: any of the parties to the Consent Decree listed above; the SUN FOR ALL Grant Administrator, Stanley H. Rorick of Indianapolis, Indiana; the Technical Consultant, Robert S. Chatham of Chatham Energy Consulting, LLC, of San Rafael, California; or any of the members³ of the SUN FOR ALL Application Review Committee? **Circle: Yes or No.**

[Please attach any required disclosures. Please also note that this disclosure obligation is ongoing and must be supplemented if and when applicable affiliations are discovered by the Applicant Organization.]

³ Members of the Application Review and Selection Committee will be posted on the FAQ page on or before June 22, 2020. The FAQ page can be found here: <https://docs.google.com/document/d/18YfhBBJ-I-pig89kPsQgaLluoX3RwsjadY7lvfWcU6A/edit?usp=sharing>.

***End of Application Form**

SECTION 6. TIMELINE - SUBJECT TO CHANGE

The anticipated timeline for the SUN FOR ALL Solar Empowerment Grant Program is as follows:

- June 15: Release SUN FOR ALL Grant Application for Organizations Serving Low Income and Vulnerable Populations in Indiana (Grant Application)
- July 10: Deadline for Grant Applications
- July 10-20: Technical Review and Preliminary Ranking of Grant Applications
- July 20: Release Request for Proposals from Solar Contractors (RFPSC) for solar contractors to evaluate and provide proposals for installation of panels on preliminary organization finalist properties
- August 7: Solar Contractor Responses to RFPSC due
- August 7-14: Final Review and Grantee Selection by Application Review Committee
- August 14-21: Announce selected organization grant recipients and selected solar contractors to complete installations for grant recipients
- August 21 - December 31, 2020: Grant Projects installed
- December 31, 2020: Project status report due from all Grant Recipients. Use the Installation Status/Project Completion Report in Appendix A

If the Project is not completely installed by December 31, 2020, the Grantee must resubmit the Installation Status/Project Completion Report within two (2) weeks of Project completion (see Appendix A)
- May 14, 2021: Final Report on Project Performance due from Grantees (see Appendix A for this report form)

SECTION 7. QUESTIONS

Applicants with questions about the SUN FOR ALL program may submit questions via email to SUNFORALL2020@gmail.com using the subject line "SUN FOR ALL Program Question." All questions will be answered individually in a timely manner and included in updates to the Frequently Asked Questions (FAQ) document made available at the following webpage on Google Docs so that all applicants may review FAQs: <https://docs.google.com/document/d/18YfhBBJ-l-pig89kPsQgaLluoX3RwsjadY7lvfWcU6A/edit?usp=sharing>. Applicants may also call the Grant Administrator, at **(317) 296-5547**. Applicants are strongly encouraged to email questions prior to **June 30, 2020**, as response times closer to the Grant Application deadline may be slower.

Appendix A:

SOLAR FOR ALL Solar Empowerment Grant

Project Report Forms

- *Included for reference, not to be completed and submitted by Applicant Organization as part of their initial Grant Application*

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Installation Status/Project Completion - Report Form

SUN FOR ALL Funding recipients shall complete the following status report form and provide via email to Grant Administrator at SUNFORALL2020@gmail.com by December 31, 2020. **If the grant project is not installed, online and operational by December 31, 2020, the Grantee must complete and resubmit this same form within 14 days of the date the project is completed.**

Project name:	
Project physical address:	
Grantee name:	
Grantee mailing address:	

Project reporting contact name:	
Reporting contact phone:	
Reporting contact email:	

Date of execution of SUN FOR ALL Grant Agreement:	
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Designate the Date grant Project was (or is scheduled to be) completed.

(If Project is completed, please provide documentation that it is installed, online and operational, including pictures.)

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Final Report Form-Project Performance

SUN FOR ALL funding recipients shall complete the following report form and provide via email to Grant Administrator at SUNFORALL2020@gmail.com by May 14, 2021.

Date of execution of Funding Agreement document:
Date project was installed, online & operational:
Date Project Installation Status was submitted:
Date Project Completion Report was submitted:

Performance Reporting period: (Ex: October 1, 2020 – May 1, 2021)	
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Project name:	
Project physical address:	
Grantee name:	
Grantee mailing address:	

Project reporting contact name:	
Reporting contact phone:	
Reporting contact email:	

Energy Consumption

Please describe and provide details for the consumption of energy on the project site. Please provide monitoring reports, utility bills with energy consumption data, and comparisons between pre-solar installation and post-solar installation for the same time period in previous year/s. Please explain any other factors contributing to energy use and consumption.

Energy Production

Please describe and provide details for the production of energy generated by the installed solar panels. Please provide monitoring reports, utility bills with energy production credits, and/or comparisons between manufacturer/installer predictions and reality. Please explain any other factors contributing to energy production. Attach supporting documents.

Budget & Funding

Please describe funding related to the project budget, including receipt of funds, spending of funds and matching funds, and changes to the project budget. Attach a project budget with explanations.

Benefit to Specific Low Income or Vulnerable Population Programs and/or Services

Please demonstrate how money saved as a result of energy generated from solar panels has been redirected to increase organization's programs and/or services for low income and vulnerable Populations in Indiana. Please provide spreadsheets, tables, and/or graphic representations of decreased energy costs and increased program spending.

Education & Community Benefit

Please describe progress related to education for project partners and the general public about solar photovoltaic technology and/or the process of solar PV project completion, i.e. what have you learned, and what lessons learned have been shared with others? Please explain progress made towards goals related to community benefit and any other benefits realized because of this project. Please provide any materials that can demonstrate this, e.g., submit a sign-in sheet for all education/community benefit events, photos or other appropriate recordings of all educational/community events to document the events, or other similar documentary evidence showing education and community benefits from the solar installation.

Project Recognition & Media Coverage

Please describe and provide details about any public recognition & media coverage your project has received. Please note any tours given and to what groups, awards the project has received, and special recognition from the community or industry members. Please provide links to websites, if possible. Please submit photos or other appropriate documentary evidence from any recognition/media event.

List of Attached Documents

Please provide a list of attached documents and photos submitted with this form. Bundle all attachments (except photos) with this reporting form into one PDF document. Attach photos separately as .jpg or .jpeg files.