

# PGE Renewable Development Fund

## 2021 Award Application

**Applications due Tuesday, June 1, 2021 by 5 pm PDT.**

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Thank you for your interest in applying for a Renewable Development Fund (RDF) award to help support the installation of your new renewable energy project. Portland General Electric is partnering with customers and communities to increase the visibility of renewable energy generation technologies through education and community outreach.

### Background

Through the RDF, PGE provides opportunities for applicants to receive financial support to help advance the construction of qualifying new non-residential renewable energy projects. For additional information on the RDF program please visit our website, [portlandgeneral.com/RDF](http://portlandgeneral.com/RDF).

### How to Apply for Funds

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**Step 1:** Review applicant Q&A, eligibility requirements, award recipient responsibilities, and selection criteria at [portlandgeneral.com/RDF](http://portlandgeneral.com/RDF).

**Step 2:** Complete the application form and supplemental document checklist.

Applicants must complete all relevant fields in the application form provided in order for their project to be considered for funding. The application and supplemental material provided at the time of application will serve as the primary means by which projects will be evaluated. PGE and/or its designee may contact you for further information, so please provide current contact information.

Applications submitted no less than one week prior to the application deadline will be reviewed by the PGE Grants Manager for completion only and given an opportunity to amend prior to the deadline.

Please note that June 1, 2021 at 5 p.m. is still a hard deadline and any outstanding changes will not be accepted after that deadline. Early submissions are encouraged to allow time for any changes needed by the applicant but are not given priority.

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**Step 3:** Submit completed application form, supplemental document checklist, and supplemental documents to Portland General Electric by 5 p.m. on June 1, 2021 by sending to [RenewableDevFund@pgn.com](mailto:RenewableDevFund@pgn.com). Multiple emails are acceptable and expected based on the size of the application and number of appendices.

Questions about the funding award, the application, and the funding process should be submitted to [RenewableDevFund@pgn.com](mailto:RenewableDevFund@pgn.com).



## Application/Award Timeline

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<b>Thursday, April 1</b>	Portland General Electric begins accepting applications
<b>Tuesday, June 1</b>	5 p.m. PDT - Submittal deadline
<b>By Friday, December 31</b>	Applicants will be notified in writing of award decision; projects selected for funding will be asked to sign an agreement detailing the conditions and requirements of accepting their Renewable Development Fund award. Funds will be disbursed upon completion of the project and once reporting requirements are met.

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Please note: Project installations must be completed no later than June 30, 2023. (Extensions to this timeline may be considered on a case-by-case basis for projects associated with the construction of a new building or structure).

Applicant Information	
<b>Project Name</b>	
<b>Project Lead</b> <i>List name of host organization or project developer</i>	
<b>Type of organization</b> <i>Government, private, nonprofit, etc.</i>	
<b>Describe the project lead</b> <i>Including but not limited to its mission, history, purpose and who it serves. Please address whether project lead and/or site is located in PGE service territory.</i>	
<b>Is the organization currently enrolled in a renewable power product/project?</b>	
<b>Primary project contact information:</b> <i>Name</i> <i>Title</i> <i>Phone number</i> <i>E-mail address</i> <i>Organization name</i> <i>Mailing Address</i> <i>Role in the project</i>	



<i>This person will also be responsible for providing ongoing reporting for the project</i>	
<p><b>Contractor/Installer/Engineer contact information:</b></p> <p><i>Name</i></p> <p><i>Title</i></p> <p><i>Phone number</i></p> <p><i>E-mail address</i></p> <p><i>Organization name</i></p> <p><i>Role in the project</i></p> <p><i>If more than one party, please briefly describe each role and identify a single contact willing to act as point person for the purposes of this funding application.</i></p>	
<p><b>Is the contractor an Energy Trust of Oregon Trade Ally?</b></p> <p><i>If not a solar project, please put N/A.</i></p>	
<p><b>Project owner (if different from project lead)</b></p> <p><i>If more than one party, describe ownership structure</i></p>	
<p><b>Name of individual completing application</b></p> <p><i>Include affiliation and contact information if different from primary contact or contractor/installer/engineer</i></p>	

<b>Project Information</b>	
<p><b>Physical address where project will be installed</b></p> <p><i>Include facility name, street address, city, state, zip code, and/or GPS coordinates where appropriate.</i></p>	
<p><b>Is this project a new installation, an addition to an existing installation, an educational effort, or research and development? If a new installation, please address whether the project demonstrates a new or innovative technology, and if so how.</b></p>	
<p><b>Technology type</b></p> <p><i>Wind, solar, geothermal, etc.</i></p>	



<p><b>Project size</b></p> <p><i>Please represent in both kW DC and AC, where applicable.</i></p>	
<p><b>Is the project directly interconnected to the grid or will power be delivered to PGE pursuant to a PPA?</b></p>	
<p><b>Is this an onsite (behind the meter) project or utility-side (in front of the meter) project?<sup>1</sup></b></p>	
<p><b>Estimated annual kWh generation</b></p>	
<p><b>If generation will be used onsite, what is the current annual kWh consumption of the facility where the power will be consumed?</b></p> <p><i>If this is a new site, please provide the estimated annual kWh consumption. If this is a utility-side project, mark N/A.</i></p>	
<p><b>Anticipated commissioning/on-line date</b></p>	
<p><b>Has the project identified interconnection options and been in contact with the utility's customer generation group?</b></p> <p><i>Please contact <a href="mailto:Netmetering@pgn.com">Netmetering@pgn.com</a> for questions and proper documentation. For additional information, visit PGE's interconnection <a href="#">web page</a>.</i></p>	
<p><b>If your project involves solar PV, have you completed the <a href="#">technical review</a> and received the utility grant cover sheet as required to reserve your Energy Trust solar incentive?</b></p> <p><i>Required if the project is eligible.</i></p>	
<p><b>Has your organization applied for or received a Renewable Development Fund award in the past?</b></p> <p><i>If yes, describe the project, whether an award was granted, and the application year. Specify whether the prior project is the same project proposed in this application.</i></p>	
<p><b>How did you hear about the Renewable Development Fund program? Please be specific.</b></p>	

<sup>1</sup> Onsite projects generate electricity that is consumed onsite and excess electricity is passed through a meter and onto the grid. Utility-side projects are intended to provide power directly to the grid.



## Project Feasibility

- 1. Provide a brief summary of the proposed renewable energy project, including the goals of the project and how it ties into the overall mission of the host organization.**

*Include why the particular technology was chosen and why the specific location is suitable for the proposed technology. What will this project add to your organization/community?*

- 2. Describe the overall structure of the project team and the primary roles of each team member.**

*List and describe each project team members' relevant experience and credentials demonstrating their ability to satisfy their role. If certain key contractors have not yet been selected, describe your contractor selection process and why a decision has not yet been made.*

- 3. Describe the current status of the project, planning and design work that has been completed to date, and the plan for bringing the project to completion.**

*Identify potential challenges and risks to completing the project on time and your strategy for mitigating each of those risks.*



4. Please identify the status of all necessary permits or other approvals required for the project:

Permit/Agreement Description	Not required	Required, Not Submitted	Application Submitted	Permit/ approval received	Unsure if required
Structural					
Electrical					
Interconnection/ net metering					
Air/land use					
Water use					
Mechanical					
Plumbing					
Zoning					
Environmental impact					
Cultural/historic impact					
Power purchase agreement					
City council/ board approvals					
County approvals					
Oregon Department of Energy or other state approvals					
Other:					

Please explain, if necessary:

5. What operations and maintenance (O&M) activities are required over the project life? Describe the long-term O&M plan, including sources of funding to implement the plan. Will the project be insured?

*List any warranties on equipment and/or, agreements with O&M service providers.*



## Community Impact

**6. What are the community-wide benefits of the proposed project?**

*Include environmental, economic, and resilience benefits to the community, transformation or emergence of new renewable technologies, jobs created, etc.*

**7. What educational benefits are associated with the proposed project?**

*Outline how you plan to educate the community about the project and renewable energy more broadly. This can include events, training, curriculum, presentations, tours, and educational materials. How many people will see/learn/benefit from the project per year, and at what level of engagement? If you are requesting funds for educational programs, attach an education plan, identify the number of people served by the education program, and describe the qualifications of staff who will deliver the program. Educational costs are capped at 5% of total requested funding.*

**8. How will the project recognize PGE Green Future<sup>SM</sup> participants for their contribution to the project and encourage participation in these programs?**

*Be specific about recognition opportunities upon completion and on an ongoing basis. Address whether the project is physically visible to the public and why these opportunities were chosen. Estimate circulation of publications, number of visitors who will see signage, etc.*

- Signage
- Onsite monitoring display (kiosks, display screens)
- Media and publications
- Celebrations or events
- Website information
- Social Media
- Other

Please describe each of the recognition efforts marked above:



9. **Describe any community outreach or other publicity planned to inform the public of the proposed project.**

*Summarize community feedback received to date, how potential positive impacts will be communicated to community members, and how potential negative impacts will be mitigated.*

## Projects Costs and Financing

10. **Describe the financial structure of the project.**

*Describe who will pay for and own the project, who will receive the financial benefits, and who the financial partners. Include a summary of the host organization's current financial status and indicate how the host organization will fund its portion of project costs.*

11. **Describe efforts to ensure that the proposed budget represents the maximum value for the cost of the project.**

*Explain any significant price deviations from industry norms and whether you received multiple bids from competitive contractors. Prove the reasonableness of this bid.*

12. **Identify potential challenges and risks to completing the project within budget and your strategy for mitigating each of those risks.**

*Is the timeline and budget reasonable? Projects significantly beyond budget and timeline are subject to re-evaluation and cancelation.*

13. **If this project were not funded via the RDF, what are the impacts to the project? Please explain.**





## Project Budget

Please provide an itemized budget for eligible renewable energy system costs.

Renewable Energy Project Component	Cost	Line Item Description
<b>A. Engineering Costs</b>	\$	
<b>B. Design Costs</b>	\$	
<b>C. Equipment costs</b> <i>(energy storage is not eligible)</i>	\$	
<b>Generator or modules</b>	\$	
<b>Inverters</b>	\$	
<b>Electrical components</b>	\$	
<b>Racking or structural components</b>	\$	
<b>Hardware</b>	\$	
<b>D. Labor installation costs</b>	\$	
<b>E. Permitting fees, if applicable</b> <i>(please itemize)</i>	\$	
<b>F. Monitoring costs and components</b> <i>(please itemize)</i>	\$	
Kiosks/Interfaces	\$	
Electrical Components	\$	
Communication Components	\$	
Racking or Structural Components	\$	
Hardware	\$	
<b>G. Other renewable energy components</b>	\$	
<b>H. Signage Costs</b>	\$	
<b>I. TOTAL ELIGIBLE RENEWABLE ENERGY SYSTEM COSTS</b> <i>(Sum of A through H)</i>	\$	
<b>J. Amount of Renewable Development Fund funding requested for Project Costs</b>	\$	
<b>K. Funding request as % of Total Eligible Renewable Energy System Project Costs</b> <i>(row J/row I) <b>Maximum is 85%.</b></i>	%	



**The following costs are NOT eligible for reimbursement via the RDF:**

- Labor and equipment costs associated with battery storage; preference is shown for projects that provide additional benefits like resilience, however the costs associated with battery storage is ineligible.
- Any renewable energy development required by law, such as Oregon’s 1.5% Green Energy Technology requirement for public entities. Projects subject to this or other requirements may only receive RDF awards for the system capacity or cost above what is required by law.
- Activities not directly associated with the capital costs of new 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 and site evaluation expenses.
- Landscaping costs.
- Construction bond costs.
- Facility maintenance or repair costs.
- Interest or warranty charges.
- Donated, in-kind, or volunteer materials or labor.
- Marketing or advertising, other than approved on-site educational signage.

**Optional: Educational Program Costs\***

<b>Educational Project Component</b>	<b>Cost</b>	<b>Line Item Description</b>
<b>L. Total eligible Educational Program costs</b>	\$	
Training Costs	\$	
Curriculum Costs	\$	
Tour Costs	\$	
Events	\$	
Other: Please Specify	\$	
<b>M. Amount of Renewable Development Fund funding requested for Educational Programs</b>	\$	
<i>Maximum of 5% of row J</i>		
<b>N. TOTAL Award Request (row J + row M)</b>	\$	

*\*Educational program costs are optional and separate from the Renewable Energy system costs. PGE can decide to fund System costs without the optional educational costs. Educational program costs include programmatic expenses for community or student workshops or tours, teacher trainings, and other educational programs. These costs are eligible for 100 percent RDF funding. Kiosks, interpretive signage, and other permanent educational installations directly related to the project should be included in Eligible Renewable Energy Costs instead.*



Sources of Funding					
<p>List and describe all funding sources and income streams of the project.</p> <p>Please identify the dollars and percent of total project cost each funding source represents - Renewable Energy System costs ONLY.</p> <p>Please provide documentation confirming secured funding sources for Renewable Energy System cost ONLY.</p>	Source of Funding and Type of Contribution	Amount	% of Total Project Cost	Secured or Pending	
	Renewable Development Fund reimbursement <i>(from row N)</i>	\$			Pending
	Energy Trust Incentive <sup>^</sup>	\$			
	ODOE Renewable Energy Development Grant	\$			
	Applicant's Contribution <i>(15% minimum)</i>	\$			
	Other Funding	\$			
	<b>Total</b>	<b>\$</b>		<b>100%</b>	
	Describe the status and timeline for any 'pending' funding sources				

<sup>^</sup>See required documentation below.



## Appendix A: Supplemental Document Checklist

**Applicants must include the following required application documents for their project to be considered. If any required documents are not included, please identify the reason why.**

- Letters of support.** A support letter is required from the project owner, if different from the person compiling the application. Other support letters from key community members may also be provided.
- Credentials.** Include resume of project manager and other key team members. Include list of similar projects completed.
- Site Evaluation.** Must include a project-specific renewable resource assessment and energy production estimate, any structural or installation feasibility assessments, and may include interconnection analysis or documentation of discussions with the PGE customer generation group.
- Design Drawings.** Custom one-line electrical diagram and site plan showing the location of the project components on the property.
- Equipment specifications.** Include warranty and performance information for all major components to be installed.
- Site Photos.** Photos or renderings of proposed project site.
- Site Control Agreement.** Land ownership document or long-term lease agreement.
- Financial Statements.** Host organization should submit 1) Statements of Revenue and Expense and 2) Balance Sheets for the most recent two fiscal years, or equivalent documentation demonstrating organizational financial health.
- Secured Funding Sources.** Documentation confirming secured or granted funding sources and amounts (renewable project costs only).
- Contractor Bids.** Proposals, bids and/or contracts to support budget estimates. Multiple bids are preferred.
- Project Development Timeline.** A Gantt chart or schedule that includes duration of each development stage and dates of major milestones.

### **Justification for missing documentation:**

### **Optional Application Documents**

**The following items are optional. If they relate to your project, please be sure to include these attachments as well.**

- Education Plan.** Outline the plan to educate the community about renewable energy, number of people served, and the qualifications of the program staff.
- Energy Trust of Oregon Utility Grant cover sheet.** All solar projects receiving funds from Energy Trust receive this following the technical review of their Solar Development Assistance (SDA) incentive application.



## Certification

*I certify that in preparation for submitting this application I have reviewed the applicant as well as the award recipient requirements and guidelines, understand that should this project be awarded funding, my organization will be able to meet the award recipient requirements as described on the Portland General Electric website, and attest that the information provided above responding to this application is both accurate and current. I agree to allow my information to be shared with the Energy Trust for evaluation purposes. I also understand that submitting an application in no way obligates Portland General Electric to provide funding and that funds are distributed at the sole discretion of Portland General Electric.*

Signature:

Printed Name:

Title:

Company:

Contact number

Date:

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