



Solar Uniting Neighbors

A program of Prosperity Indiana

Request For Project Applications (RFPA): Application for Nonprofit Solar Project Funding

Issued: June 15, 2017
Responses Due: July 14, 2017



Prosperity
INDIANA

SECTION 1. SUN PROGRAM INTRODUCTION

Thank you for your interest in the nonprofit funding component of the Solar Uniting Neighbors (SUN) 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 \$350,000 is available for installations of less than 0.5 MW for community, educational, religious, and non-profit organizations in the Duke Energy Indiana electric service territory who serve low income households or individuals. For organizations interested in applying for SUN funds, this application must be completed, including providing requested documentation. This application also provides you with general information as to what would be required of your organization, should you be selected.

The SUN 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 nonprofit 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., a historic building with an older roof may not be able to support solar panels.** Rather, the technical evaluation of the proposed project location must be completed once solar contractors are selected through a competitive bidding process, and the Oversight 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 Request For Project Applications (RFPA) and any requested documentation to sun@prosperityindiana.org by **Friday, July 14, 2017 at 5pm EDT** in order to be considered for funding. Responses to this RFPA will be reviewed by the Oversight Committee and by solar contractors bidding to install the project.

SECTION 2. SUN PROGRAM BACKGROUND

The funding for the creation of the original SUN program in 2014 was provided as a result of a settlement agreement between the American Electric Power company (AEP) and Citizens Action Coalition, Hoosier Environmental Council, Indiana Wildlife Federation, the Environmental Law & Policy Center, and the Sierra Club. Following the deployment of the AEP settlement funds, the SUN program awarded grant funding to 15 community organizations for solar photovoltaic installations in the AEP Indiana service territory. For more information about those recipients and the resulting projects, visit the Prosperity Indiana website: www.prosperityindiana.org.

The SUN program continues in 2017 due to a settlement agreement between Duke Energy Indiana and Citizens Action Coalition, Save the Valley, Sierra Club, Valley Watch, the Indiana Office of Utility Consumer Counselor, the Duke Industrial Group, and Nucor Steel. This SUN program now focuses on positively impacting low-income Duke Energy residential customers and the organizations that serve them. For more information about the Duke Energy Edwardsport Settlement, see <http://www.citact.org/duke-energy-edwardsport-igcc-settlement/word-about-duke>.

SUN Program Administration

The SUN program is being administered and managed by Prosperity Indiana on behalf of the Oversight Committee¹. The Oversight Committee has developed specific guidelines and objectives for the use of the SUN program funds within the parameters of the settlement agreement, which Prosperity Indiana is charged with carrying out on their behalf.

Prosperity Indiana is the state's leading community economic development organization that supports a network of groups and efforts to build vital communities and resilient families throughout Indiana. It advocates for public policies and assists members and community partners in developing solutions that engage local leaders in rebuilding Indiana communities.

The SUN Program Administration team also plans to provide resources for technical assistance for the development and deployment of Community Solarize programs, the SUN For All Program aimed at increasing the availability of solar for low income households, and the release of a competitive bidding process to select the solar contractors that will evaluate and install the nonprofit solar projects, all of which will be coming soon. The SUN Program Administration Team includes the expertise of the Solar Indiana Renewable Energy Network (SIREN)² and Indiana Solar For All.³

¹ The Oversight Committee consists of parties to the settlement agreement with Duke Energy

² SIREN is an independent, non-partisan, volunteer-run group with a specific focus on promoting solar power including photovoltaic electricity for homes, businesses, churches, government buildings and schools. <https://www.sirensolar.org/>.

³ Indiana Solar For All (ISFA) aims to make solar power financially accessible to those who otherwise could not afford to "Go Solar." Households, businesses and other organizations are eligible to participate and benefit from bulk purchase discounts. The ISFA program emphasizes increasing energy efficiency, building community, using renewable energy and creating resilience. <https://sfa.sirensolar.org/>

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. Generally speaking, funded projects will be those organizations who are Duke Energy Indiana electric customers, primarily serve low income individuals, have buildings that are ripe for going solar, and are able to readily channel savings into enhancing the organization’s programming that is already geared toward serving low income individuals.

SECTION 4. APPLICATION

This application and the documents requested herein should be sent to sun@prosperityindiana.org by **Friday, July 14, 2017, at 5pm EDT**. The Oversight 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, 2017. Timelines for, feasibility of, and size of installations will be determined in conjunction with the yet to be selected SUN solar contractors, the Oversight Committee, and the funding recipients. No project will be over 0.5 MW.

Please complete the following form and provide any requested documentation as appendices.

1. Organization Information

A) Name of Organization _____

B) Does the Organization have an IRS determination letter? Circle: Yes or No

If yes, **please attach** a copy of letter to this application.

If no, please explain: _____

C) What is the mission of the Organization? _____

D) How many Board Members does the organization have? _____

E) Can the majority of the board articulate the mission of the organization?

Circle: Yes or No

If no, please explain: _____

F) Is the board composition consistent with its by-laws? Circle: Yes or No

If no, please explain: _____

G) Does the board meet at least quarterly, with a quorum present? Circle: Yes or No

If no, please explain: _____

H) Has the board modified and improved any of its practices within the last year?

Circle: Yes or No

If no, please explain: _____

I) As a result of board involvement does the Organization have strategic partnerships (evidenced by MOUs and other written agreements and/or joint board meetings) with other community entities that leverage the impact of the Organization's work? Circle: Yes or No

If no, please explain: _____

J) Describe at least one major past accomplishment or future planned project or initiative

related to serving low income community residents: _____

K) Executive Director tenure: _____

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

FT: _____ PT: _____ V: _____

M) Please list all management staff positions, and **please attach** resume for all management staff (e.g. ED, CFO, PM, etc.): _____

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

O) Organization's annual operating budget:

P) Has the Organization's Form 990 been filed on time? Circle: Yes or No
If no, please explain: _____

Q) Does the Organization maintain a general ledger? Circle: Yes or No
If no, please explain: _____

R) Does the Organization have an income & expense statement for the most recent month or quarter? Circle: Yes or No
If no, please explain: _____

S) Is the Organization able to produce financial reports within 15 days of the close of the month? Circle: Yes or No

If no, please explain: _____

T) Are the Organization's annual audit and management letter devoid of "findings" or concerns about major adjustments or expenditures, a misrepresentation of revenues, or inappropriate uses of restricted cash? Circle: Yes or No

If no, please explain: _____

U) Do users report that the Organization's financial statements are reliable and accurate?

Circle: Yes or No

If no, please explain: _____

V) Does a staff person produce monthly budget-to-actual or other financial reports by program and project for all programs and for the entire organization? Circle: Yes or No

If no, please explain: _____

W) Does the board review budget to actual and other financial reports by program and project, at least quarterly for all programs and for the entire organization?

Circle: Yes or No

If no, please explain: _____

X) 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) 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) Please describe and provide a simple drawing of your building and project site. This may be provided as separate documentation, if necessary.



E) Please describe the age and condition of the building, roof or ground surfaces that would be impacted by the proposed project. This may be provided as separate documentation, if necessary.

F) 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-based⁴ or other), engineering or structural load analyses, current zoning and any deed restrictions, and neighborhood and/or historic preservation group approvals. Include available supporting documents as appendices.

G) *Documentation Required:* **Please provide** as an appendix at least one full year of electricity consumption data from Duke Energy Indiana, in kilowatt hours (kWh), on a per month basis. This can be found on page 2 of a detailed Duke bill, from your Duke account online, or by contacting Duke Energy Indiana.

H) *Documentation Required:* **Please provide** as an appendix a project site map, showing the geographic location within the community and specific planned location on proposed site for placement of solar panels. An applicant organization could use Google maps to assist with this requirement by printing a map of the address location and signaling where exactly the applicant would like the installation.

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 solar contractors and the Oversight Committee to determine what is possible at the proposed project site location with the available funds.

A) Is applicant willing to sign either a grant agreement or forgivable loan instrument 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 an annual report and engage media are followed. Circle: Yes or No

⁴ Resources include Google Project Sun Roof (<https://www.google.com/get/sunroof#p=0>) and Solar Estimate (<https://www.solar-estimate.org/solar-panel-calculations/solar-savings-calculator>).

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) If Organization receives funding, does the Organization commit to involving Prosperity Indiana staff in planning for outreach to the media regarding the project? Circle: Yes or No

E) 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 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

Please note that if the nonprofit organization is selected, it will be required to submit one project status update on or before December 1, 2017 and one (1) annual report within 18 months following the date the awarded project is installed, online, and operational (see Appendix A for this report form).

A) Is the applicant willing 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 annual report to the SUN Program Manager at sun@prosperityindiana.org following receipt of funds, 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 Solar Uniting Neighbors (SUN) program is fair and transparent and to protect the interests of Prosperity Indiana as the fiduciary 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.

A conflict of interest will be present if an individual knows that s/he, or a related party, has a direct or indirect interest in, or will gain significant personal benefit from, participation in the funding program and has real or perceived special knowledge of the program.

A person is usually considered to have an interest in an activity when they, or an immediate family member:

- Have a financial interest in the activity.
- Have a financial interest in any organization involved in the activity (a contribution of less than \$2,000 per year is not considered a financial interest).
- Hold a position such as trustee, director, general manager, officer, or board member for an organization.

Prosperity Indiana discourages acceptance of gifts by staff, board members, or consultants on the SUN program from anyone who has a potential direct interest in the SUN program to avoid a perception that funding decisions may be influenced by such gifts. Gifts include anything of value including: loans, meals, alcohol, tickets for events, or entertainment benefits. A cup of coffee is not considered a gift.

Consultants and sub-consultants (compensated or not) on the SUN project are not eligible applicants. The exclusion does not apply to those only providing expertise during the community workshops without compensation.

Board members, staff members, and consultants (related to the settlement) to Duke Energy Indiana (and its subsidiaries) and the plaintiffs in the court case are not eligible applicants.

The following entities are excluded from applying for SUN funding or benefitting from the award of SUN funding (financial or other benefit):

- Indiana Association for Community Economic Development, dba Prosperity Indiana
- Center for Sustainable Living (CSL), dba Indiana Solar For All
- CSL, dba Solar Indiana Renewable Energy Network (SIREN)
- Citizens Action Coalition
- Save the Valley
- Sierra Club
- Valley Watch
- the Indiana Office of Utility Consumer Counselor
- Nucor Steel
- the Duke Industrial Group
- Duke Energy Indiana

Applicants who have a relationship with a staff or board member of Prosperity Indiana, ISFA or SIREN must disclose their relationship. This includes a staff person serving on the board of the organization or an organization with a staff person who is a Prosperity Indiana board member. The following entities must disclose any involvement in a SUN funding proposal/project due to staff/board member participation:

- City of Muncie
- New Hope Services, Inc.
- Memorial Community Development Corporation
- Center for the Homeless
- Indianapolis Neighborhood Housing Partnership (INHP)
- Indiana United Ways
- Cinnaire
- Brightpoint
- Northwest Indiana Reinvestment Alliance
- IFF
- PNC Bank
- Fair Housing Center of Central Indiana
- King Park Development Corporation
- Mapleton Fall Creek Development Corporation
- Old National Bank
- Harrison Center for the Arts
- ECHO Housing Corp.
- Center For Sustainable Living

The Oversight Committee will determine the recipients of the SUN funds. Volunteers with SIREN and Indiana Solar For All will not serve on this Oversight Committee. Members of the SUN funding Oversight Committee (and any organization to which that person is a staff or board member) are not eligible applicants.

If you, as a member of the SUN Oversight Committee, receive a funding application, it may present a problem involving a conflict of interest. Such a problem might arise in a situation in which either you have been or will be involved in the project described in the application, either as a principal advisor, or – on a paid basis – as a consultant or otherwise, or if the project is presented on behalf of your employer. The same restrictions apply if your spouse or minor child is to be involved in the project described in the application, or if it presented on behalf of an organization with whom you are negotiating for employment.

Please decline an invitation to serve on the Oversight Committee if:

- Your organization, or an organization with whom you are affiliated, is an applicant or potential applicant.
- You have advised any organization who is an applicant, or potential applicant, about SUN funding.
- You, or your organization (or an organization you are affiliated with), has written a letter of support for any application.

Oversight Committee members will be asked to sign a conflict of interest statement and disclosure.

SECTION 6. TIMELINE - SUBJECT TO CHANGE

The anticipated timeline for the SUN Program is as follows:

- June 15: Release Request For Project Applications (RFPA)
- June 28: SUN Webinar for interested organizations. Register at <https://www.prosperityindiana.org/event-2535494> to attend.
- July 14: Deadline for RFPA
- July 24: Release Request For Proposals from Solar Contractors (RFPSC) to evaluate and install panels on nonprofit funding recipient properties
- August 7: Responses to RFPSC due
- August 14: Announce solar contractors selected to evaluate and install panels on nonprofit funding recipient properties

SECTION 7. QUESTIONS

Applicants with questions about the SUN program may submit questions via email to sun@prosperityindiana.org using the subject line "SUN 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 on the Prosperity Indiana website (prosperityindiana.org) for all applicants to view. Applicants are encouraged to follow Prosperity Indiana on Facebook (<https://www.facebook.com/INCommDev>) & Twitter (@INCommDev) for notifications about FAQ updates. Applicants are strongly encouraged to email questions prior to **June 30, 2017**, as response times closer to the Project Application deadline may be slower.

Appendix A: SUN Program Annual Report Form

- Included for reference, not to be completed and submitted by organization as part of their response to this RFPA



SUN Program Annual Report Form

SUN Funding recipients shall provide one (1) **annual report** to Prosperity Indiana within 18 months *following the date the awarded project is installed, online and operational*. The annual report must be completed using this form and submitted via email to sun@prosperityindiana.org.

Date of execution of Funding Agreement document:
Date project was installed, online & operational:
Date Annual Report due:
Date Annual Report submitted:

Reporting period: (Ex: October 1, 2017 – September 30, 2018)	
Total pages:	

Project name:	
Project physical address:	
Borrower:	
Borrower mailing address:	

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

Energy Consumption

Describe and provide details for the consumption of energy on the project site. 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. Explain any other factors contributing to energy use and consumption.

Energy Production

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

Budget & Funding

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 Programs and/or Services

Demonstrate how money saved as a result of energy generated from solar panels has been redirected to organization's programs and/or services for low income community residents. Provide spreadsheets, tables, and graphic representations of decreased energy costs and increased program spending.

Education & Community Benefit

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? Explain progress made towards goals related to community benefit any other benefits realized because of this project. Submit a sign-in sheet for all education/community benefit events. Take photos of all educational/community events and attach a minimum of three photos from each event.

Project Recognition & Media Coverage

Describe and provide details about any public recognition & media coverage your project has received. Indicate how Prosperity Indiana was involved in planning or project recognition. Include any tours given and to what groups, awards the project has received, and special recognition from the community or industry members. Provide links to websites if possible. Submit at least three photos from any recognition/media event.

List of Attached Documents

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.