



2018 RENEWABLE ENERGY GRANT – Non-Residential

INTRODUCTION

On September 21, 2004, the Naperville City Council approved a contract for Community Energy to manage and administer the Naperville Renewable Energy Program. The Program enables Naperville DPU-Electric utility customers (both residential and businesses) to make voluntarily monthly donations through their electric bill to support the City's investment in renewable energy. The Program has enjoyed an excellent response rate among its residents, and is among the top renewable energy community programs in the United States on a percentage participation basis. Effective May 3, 2012, the City began management of the Program in-house. As a result of management efficiencies, the city program is able to continue to source 100% of its renewable energy offering from Illinois-sited renewable energy facilities, and also make funds available through grants to directly fund local community-based renewable energy projects within Naperville. The funding sources for this program are the Naperville DPU-Electric customers who invest in renewable energy through monthly bill payments.

GOALS OF THE RENEWABLE ENERGY PROGRAM

1. To increase or create opportunities for our community to learn about renewable solutions;
2. To support grant projects that measurably increase renewable energy usage and displace fossil fuels; and,
3. To have grant projects that can be replicated.

ELIGIBLE RENEWABLE TECHNOLOGIES:

- Passive Solar Space Heat
- Thermal Process Heat
- Solar, Photovoltaic, Wind, Biomass, Fuel Cells
- Solar Water Heat
- Geothermal Heat Pumps
- Fuel Cells Using Renewable Fuels
- Solar Space Heat
- Other Distributed Generation Technologies

GRANT AWARD AMOUNT

Grant awards can range up to \$50,000, but not to exceed 50% of the total project cost. In no event shall the receipt of grant and rebate funds from all sources exceed the total project cost.

The City reserves the right to change the funding levels based on the number of qualified projects submitted.

TIME OF FUNDING

Reimbursement occurs after project is completed in accordance with any permit requirements and after inspection for conformance with City requirements.



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APPLICANT CRITERIA

1. The City of Naperville, as the overall administrator of this program, is not eligible to be an applicant.
2. Applicants can submit one grant application per annual grant cycle.
3. Applicant must be a non-residential customer. Preference will be given to those applicants having a mission that serves the larger community and have a community education component about renewable energy solutions to their project (e.g. public or private schools, parks, museums, institutions, universities, service clubs, events, gathering spots, and places of worship, etc.).
4. Applicants may enter into public/private partnerships in order to complete a project proposed for partial funding under the Grant Program (e.g. naming rights in exchange for funding), provided that the renewable energy project serves the large community. However, only Eligible Applicants may submit grant applications and receive awards under this Program.
5. The Applicant must be a customer of the Naperville DPU-Electric utility. If an Applicant does not receive electrical service from the City, it may partner with an organization that is a customer.
6. Applicants must be a contributor to the Renewable Energy Program at the time the grant application is submitted, and for at least 24 consecutive months thereafter. Applicant must be a contributor at time of application at an 800 kWh level, which is about \$20/month.
7. Projects must be located and installed in Naperville and owned by the Electric customer.

REQUIRED DOCUMENTATION- *Attach With Application, Word Document is acceptable*

Applicant's responses must be limited to 2,000 words. This limit excludes the contractor's bids.

- *Copy of Federal Internal Revenue Service Tax Determination Letter*, if applicable.
- *Summary Project Description*. Photos, drawings that can be electronically submitted.
- *Attach 3 competing bids*. At least three competing bids must be attached to each grant application. Contractor bids must demonstrate that the proposed project is replicable. Each bid must include engineering calculations that (1) estimate annual renewable energy produced in kWh and kW, and (2) annual Greenhouse Gas (GHG) reductions (CO₂).
- *Community Education & Outreach Matrix*. Applicant must submit a three-year community education and outreach plan. The best plans will focus on specific outreach and education actions which can be reasonably measured in terms of community impressions. Form attached to application (on page 7).
- *Organization's Appropriation of funds*. Evidence of organization's financial commitment to fund project (e.g. Board resolution, letter of credit, contractual commitment, etc.)



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GRANT RECIPIENTS ANNUAL REPORTING REQUIREMENT

For each of the first three years after the grant award is announced, the Grant Recipient agrees to provide the City with an annual measurement of community impressions achieved by the grant project and the implementation of the community outreach and education plan.

For each of the first three years after the project becomes operational, the Grant Recipient agrees to provide the City with an annual amount of renewable energy produced by the grant project.

SCORING

Applications will be evaluated based on the priorities listed below.

Education & Marketing	-Quality and scope of Community Outreach & Education Plan
Overall Aesthetics	-Overall aesthetics and inspiration value of project -Three contractor bids -Can project be replicated?
Financial Implications	-How much funding is requested and has applicant applied for other grants? -What is the return on investment? (e.g. estimated reduction in consumption and bill energy costs)
Environmental Implications	-Is applicant already committed to energy efficiency? -How will this project reduce emissions? -Will this project generate excess energy and sell it back to the grid?
Fairness	-How long has applicant been contributing to the Renewable Energy Program? At what level?

APPLICATION DUE BY: Monday, October 15, 2018, 5 p.m.

ELECTRONIC SUBMISSIONS ONLY: sabanb@naperville.il.us

FOR MORE INFORMATION PLEASE CONTACT

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sabanb@naperville.il.us



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GENERAL INFORMATION

Name of Applicant- *and additional partner, if applicable:*

Contact Person: Phone Number:

Email: EIN-or attach 1099:

Address:

Website:

Social Media -*e.g. handle, or URL:*

PROJECT ADDRESS, INFORMATION & FUNDING – **Include Annual kWh and kW Production**

SUMMARY PROJECT DESCRIPTION- *Attach photos/drawings electronically:*

PROJECT TIMELINE- *Indicate how long the proposed project will take to install, changes to landscaping, what type of disruptions during install:*

ANTICIPATED START/COMPLETION DATES:

AMOUNT REQUESTED:

ACTIVITY ESTIMATE- Please include three competing bids – list selected contractor 1st*		
Contractor	Scope of Work	Grant Eligible Costs
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

*Detailed Contractors estimate is required. Please attach to document as Exhibit A, B... . and so on.

OTHER FUNDING SOURCES- *Identify other sources of funding and status of other pending grant applications:*



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DISCLOSURE OF BENEFICIARIES

Any grant awards, contracts, permits, licenses, or agreements entered into shall be voidable at the option of the City of Naperville if the person, firm, corporation or other entity fails to provide a full and complete disclosure.

1. Applicant:

2. Address:

Nature of Benefit sought: RENEWABLE ENERGY GRANT

3. Nature of Applicant (Please check one):

- a. Natural Person d. Trust/Trustee
b. Corporation e. Partnership
c. Land Trust/ Trustee f. Joint Venture

4. If applicant is an entity other than described in Section 3, briefly state the nature and characteristics of applicant:

5. If in your answer to Section 3 you checked box b, c, d, e or f, identify by name and address each person or entity which is a 5% shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

- a.
b.
c.
d.

6. Name, address and capacity of person making this disclosure on behalf of the applicant:

IMPORTANT NOTE: In the event your answer to Section 5 identifies entities other than a natural person, additional disclosures are required for each entity.

INFORMATION & OUTREACH PLAN

Provide your community outreach plan in the space below. If you have external supporting documents or pictures, attach them electronically with this application. There is a minimum requirement to have one goal— if your initiative has more than five goals, please to attach them electronically using the format below.



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GOAL #1			
<input type="text"/>			
Activity or Communication Tool			
<input type="text"/>			
Audience	<input type="text"/>	Timeframe	<input type="text"/>

GOAL #2			
<input type="text"/>			
Activity or Communication Tool			
<input type="text"/>			
Audience	<input type="text"/>	Timeframe	<input type="text"/>

GOAL #3			
<input type="text"/>			
Activity or Communication Tool			
<input type="text"/>			
Audience	<input type="text"/>	Timeframe	<input type="text"/>

INFORMATION & OUTREACH CONTINUED



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GOAL #4			
<input type="text"/>			
Activity or Communication Tool			
<input type="text"/>			
Audience	<input type="text"/>	Timeframe	<input type="text"/>

GOAL #5			
<input type="text"/>			
Activity or Communication Tool			
<input type="text"/>			
Audience	<input type="text"/>	Timeframe	<input type="text"/>

Before submitting the application, please review your information and make sure you have attached the following:

- ✓ Copy of Federal IRS Tax Determination Letter (if applicable)
- ✓ Photos/Drawings of Project
- ✓ 3 Competing Bids
- ✓ Organization's appropriation of funds
- ✓ Copy of Naperville Utility Bill showing applicant is a Renewable Energy Program contributor at an 800 kWh level, which is about \$20/month.

Required Inspections

After receiving notice to proceed, but prior to commencing work, the applicant must notify the City's Inspection Dispatch at (630) 420-6100, Opt 1 and schedule a pre-project inspection. After all work is completed, the applicant must notify the City and schedule a post-project inspection. Failure to schedule required inspections may cause the applicant to forfeit their grant money.