

WPPSEF

WEST PENN POWER
SUSTAINABLE
ENERGY FUND

Sustainable Energy Financing 2020 Request for Proposals

**Proposal Submission Deadline
January 29, 2020 (4:00 PM, EST)**

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BACKGROUND

The West Penn Power Sustainable Energy Fund (WPPSEF) is a domestic 501(c) 3 nonprofit organization whose mission is to:

- ✓ Promote the use of renewable and clean energy technologies that can benefit West Penn Power (WPP) ratepayer;
- ✓ Promote energy conservation and energy efficiency technologies that can benefit WPP ratepayer; and
- ✓ Promote the education, economic development, and environmental betterment of renewable and clean energy technologies and energy conservation and efficiency technologies that can benefit WPP ratepayer.

Applicants applying for WPPSEF financing must demonstrate that the proposed project can benefit the WPP ratepayer. Figure 1 illustrates the West Penn Power service region.

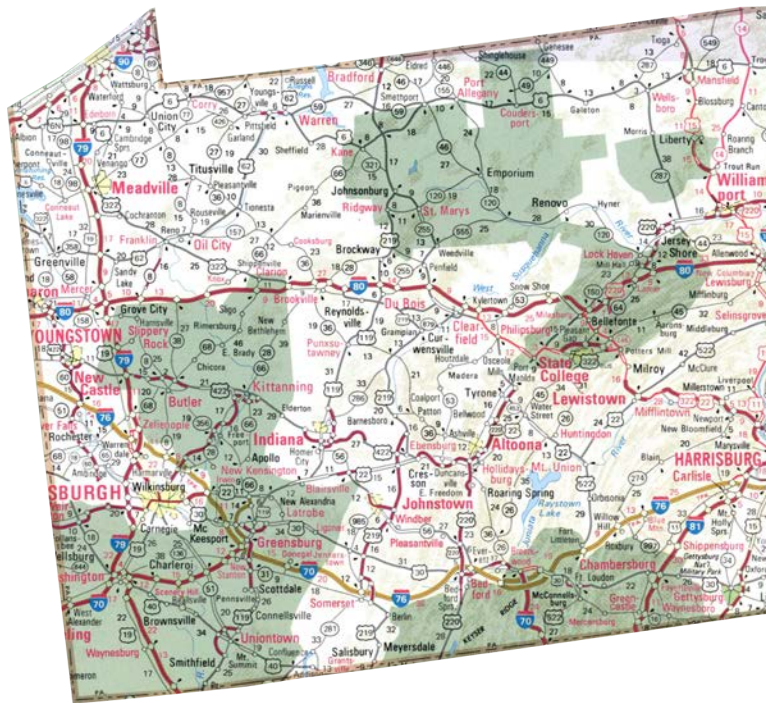


Figure 1. WPP Service Region (shaded in green).

FOCUS AREAS

This WPPSEF funding opportunity is focused on providing the deployment of sustainable energy technologies within the West Penn Power (WPP) service region. Funding priorities for the 2020 funding cycle are:

- ✓ Revitalizing communities with sustainable energy, and
- ✓ Smart energy use.

A more detailed description of these funding priorities is provided below.

REVITALIZING COMMUNITIES WITH SUSTAINABLE ENERGY

WPPSEF is seeking innovative projects that focus on revitalizing distressed communities within the West Penn Power service region using sustainable energy technologies/practices. Examples include, but are not limited to:

- ✓ Revitalizing existing buildings using advanced energy efficient building designs, materials and/or processes. Such buildings will need to be showcased in the community and provide significant potential for the continued investment in the community.
- ✓ Revitalizing communities with new building construction that are built to advanced energy efficient building designs, materials and/or processes. Such buildings will need to be showcased in the community and provide significant potential for the continued investment in the community.
- ✓ Revitalizing communities by fostering economic development that focuses on the expanded use of sustainable energy technologies, sustainable energy manufacturing, and sustainable energy workforce development.
- ✓ Technical assistance programs that help communities understand and deploy renewable energy technologies and/or innovative energy efficiency technologies that result in improving community civic engagement, community health and the environmental betterment of the community.

FOSTERING SMART ENERGY USE

The WPPSEF seeks to support the deployment of innovative energy efficiency technologies. Examples include, but are not limited to:

- ✓ High performance construction projects that utilize advanced building concepts, and materials that conform to such Living Building Challenge, Passive House, Leadership in Energy & Environmental Design, or ENERGY STAR standards with specific focus renewable energy and/or energy efficiency.
- ✓ Energy projects that implement advanced energy efficiency measures which have been identified as priority areas in comprehensive energy audits.
- ✓ Energy projects that demonstrate and showcase emerging/ advanced energy efficiency technologies such as smart lighting/control systems, advanced heating and cooling systems, and waste heat recovery systems.
- ✓ Innovative energy efficiency projects that reduce energy use in environmental education facilities, community support facilities, healthcare, water treatment plants, manufacturing facilities.
- ✓ Projects that support the manufacturing of energy efficiency products and materials.

LEVELS OF FUNDING

Financing Requests. WPPSEF financing terms are flexible and developed to meet the project needs while assessing project risk. While a particular project ceiling or floor has not been set by the WPPSEF, most project financing requests are anticipated to be in the \$50,000 to \$500,000 range. WPPSEF interest rates and fees are competitive with commercial lending.

Grant Requests. WPPSEF grant making is limited to non-profit organizations. WPPSEF grant making is very competitive and applicants must clearly demonstrate the project will benefit the WPP service region ratepayers and communities. The WPPSEF anticipates its grant making efforts to be capped at \$25,000 per award. Exceptions to this cap may be made for those projects that the WPPSEF deems as having high impact in the WPP service region.

SUBMITTING A FUNDING REQUEST

The WPPSEF is a 501c(3) domestic non-profit organization and its grant making process seeks to limit any expenses deemed as “overhead” to levels that are commensurate with non-profit organizations. The WPPSEF reserves the right to request additional information after proposals have been received to complete its due diligence process. If funded, the applicants should be prepared to complete all proposed work within 18-months of receiving their WPPSEF agreement.

APPLICATION DEADLINE AND SUBMISSION

The deadline for receipt of proposals is **4:00 PM (EST) on January 29, 2020.**

Proposals submitted after the receipt deadline will be returned to the applicant. A signed original along with an electronic copy (saved as pdf on thumb drive) should be submitted to the WPPSEF Director at the following address:

Mr. Joel Morrison
The Pennsylvania State University
Director, WPPSEF
C-211 CUL
University Park, PA 16802-2323

PROPOSAL FORMAT AND CONTENT

Applicants are required to submit their proposal on standard 8 1/2" x 11" letter size paper with 1" margins. Font size type must be 10 pt. or greater and line spacing should be single space or greater. Applicants are required to submit their proposal using the forms and guidelines detailed in Appendix A. Applicants are required to submit an original paper copy of the proposal bound by paper clip and a digital copy on a memory stick.

ADDITIONAL INFORMATION

Additional questions should be forwarded to the WPPSEF Director. Questions should be submitted via e-mail to wppsef@ems.psu.edu or contact Mr. Joel Morrison at (814) 441-1100.

APPENDIX A

Appendix A contains the information needed from all applicants seeking funding for this round of WPPSEF funding. The WPPSEF reserves the right to return, without review, proposals that do not submit the required information in Appendix A.

ATTACHMENT A – PROPOSAL CHECKLIST

Company Name _____

Project Title _____

Applicants should use this checklist to make sure their proposal is complete. The proposal is to be compiled and submitted in the following order:

ATTACHMENTS

- _____ ATTACHMENT A: PROPOSAL CHECKLIST
- _____ ATTACHMENT B: PROPOSAL OVERVIEW & SIGNATURE
- _____ ATTACHMENT C: PROJECT FINANCING – USES & SOURCES

PROJECT PROPOSAL

- _____ Executive Summary (one page maximum)
- _____ Project Benefit to Community (two page maximum)
- _____ Statement of Work (ten page maximum)
- _____ Project Milestone (one page maximum)
- _____ Project Performance Metrics (three page maximum)
- _____ Project Finance (three page maximum)
- _____ Biographical Sketches (one page per person maximum)
- _____ Letters of Support (encouraged, three letters maximum)
- _____ Required number of copies (1 original + 1 digital copy on memory stick)

ATTACHMENT B – PROPOSAL OVERVIEW AND SIGNATURE

Date of Submission _____

Company Name _____

Title of Proposal _____

Program Area Revitalizing Communities with Sustainable Energy
 Fostering Smart Energy Use

Project Budget Summary

Applicant Funding (Cash) \$ _____

Applicant Funding (In-Kind) \$ _____

Other Project Partner Funding \$ _____

Requested WPPSEF Funding \$ _____

Total Project Funding \$ _____

Primary Project Contact

Name: _____

Phone (Office): _____

Phone (Mobile): _____

Email: _____

Address: _____

Approved by:

Authorized Representative

ATTACHMENT C: Project Finance – Sources and Uses

Finance Category	Applicant		Project Partners (List Names)			WPPSEF Request		Category Total
	In-Kind	Cash				Grant	Loan	
<i>Salary</i>								
<i>Major Equipment (greater than \$25K)</i>								
<i>Equipment/ Supplies (less than \$25K)</i>								
<i>Construction</i>								
<i>Subcontracts</i>								
<i>Legal</i>								
<i>Other (please list)</i>								
Finance Total (by Source)								
Total Project Cost								
% Cost by Source								

PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY
ATTACHMENT C: Project Finance - Sources and Uses

Finance Category	Applicant		Project Partners (List Names)			WPPSEF Request		Category Total
	In-Kind	Cash	DCED-CFA (Grant)	DCED-CFA (Loan)	Bank XYZ (Loan)	Grant	Loan	
<i>Salary</i>								
B. Smith	\$2,500	\$0	\$2,500	\$0	\$0	\$0	\$0	\$5,000
S. Good	\$2,500	\$0	\$2,500	\$0	\$0	\$0	\$0	\$5,000
Major Equipment (greater than \$25K)								
Biomass Boiler	\$0	\$25,000	\$25,000	\$25,000	\$0	\$15,000	\$60,000	\$150,000
Biomass Feed Silo	\$0	\$5,000	\$0	\$0	\$0	\$2,500	\$17,500	\$25,000
Biomass Delivery Truck	\$0	\$30,000	\$0	\$0	\$0	\$0	\$7,500	\$37,500
Equipment/ Supplies (less than \$25K)								
Welding/ Fabrication	\$2,500	\$2,500	\$0	\$0	\$0	\$0	\$0	\$5,000
Plant Controls/ Valves	\$0	\$5,000	\$0	\$17,500	\$0	\$0	\$0	\$22,500
Construction								
Site Permits	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$500
Site Excavation	\$0	\$35,000	\$0	\$15,000	\$0	\$0	\$0	\$50,000
Plant Building	\$0	\$25,000	\$0	\$100,000	\$100,000	\$0	\$0	\$225,000
Subcontracts								
Consulting - Engineering	\$0	\$5,000	\$5,000	\$0	\$0	\$0	\$10,000	\$20,000
Consulting - Environmental	\$0	\$5,000	\$0	\$0	\$0	\$1,000	\$0	\$6,000
Legal								
XYZ Legal	\$0	\$1,250	\$0	\$0	\$0	\$0	\$0	\$1,250
Other (please list)								
Electric Service Upgrade	\$0	\$7,500	\$0	\$7,500	\$0	\$0	\$0	\$15,000
Road/ Parking Lot Paving	\$2,500	\$5,000	\$0	\$0	\$0	\$0	\$0	\$7,500
Equipment Rental - Skid-Steer Loader	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Post Construction - Site Landscaping	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500
Educational Kiosk	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$1,000
Finance Total (by Source)	\$12,500	\$156,750	\$35,000	\$165,000	\$100,000	\$19,500	\$95,000	\$583,750
Total Project Cost	\$583,750							
% Cost by Source	2.1%	26.9%	6.0%	28.3%	17.1%	3.3%	16.3%	100.0%

PROJECT PROPOSAL GUIDELINES

Applicants are required to submit a project proposal that contains the following sections:

Executive Summary One (1) page maximum

The Executive Summary is to summarize the technical and financial aspects of the proposed project, the project timeframe, and project participants.

Project Benefit to the Community Three (3) page maximum

Applicants need to identify the location of the proposed project, identify if the project is in the WPP service region, discuss how the project will benefit the community, and how the project will have a long-term positive change in the community.

Statement of Work Ten (10) page maximum

The Statement of Work is the main body of the proposal. It should describe the proposed project in detail, the participants in the project, and how the project will be completed and managed.

Project Milestone One (1) page maximum

The Project Milestone establishes the time schedule for accomplishing the work. The plan should include the key milestones of the project in bar chart format and should cover the complete period of performance.

Project Performance Metrics Three (3) page maximum

The Project Performance Metrics is to be used to quantify the energy, environmental, and economic aspects of the project. A description of the energy generated/ saved (e.g. kwh of electricity, therms of natural gas, etc.) need to be calculated and reported. WPPSEF will enter project data in EPA's Greenhouse Gas Equivalencies Calculator to calculate the project's environmental impact. Other project performance metric data may include economic impact, community engagement, and educational contact hours for project related outreach.

Project Finance Three (3) page maximum

Project Finance is to be used to document how the project is to be financed. The applicant is required to discuss project costs, the various funding streams used to complete the project, and financial projections and associated assumptions. This is an extended discussion of the data in Attachment C. The WPPSEF reserves the right to ask that the applicant to provide their business plan, company and personal financial statements, and any agreements (e.g. power purchase agreements, fuel supply agreements, etc.) that are deemed necessary for considering project funding. Applicants should have such information readily available in the event these data are requested by WPPSEF.

Biographical Sketches

One (1) page per person maximum

The Principal Investigator of the proposed project is required to submit a one (1) page vita. Each vita should include educational background, professional experience, honors and professional activities. Additional vitae can be submitted for key personnel.

Letters of Support

Three (3) letters maximum

Letter(s) of support are encouraged and should be included in the applicant's proposal packet.