



**WPPSEF**

WEST PENN POWER  
SUSTAINABLE  
ENERGY FUND

## **Sustainable Energy Financing Request for Proposals (2021)**

**Proposal Submission Deadline  
September 9, 2021 (4:00 PM, EST)**

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## BACKGROUND

The West Penn Power Sustainable Energy Fund (WPPSEF) is a 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 effort can benefit the WPP ratepayer. Figure 1 illustrates the West Penn Power service region.

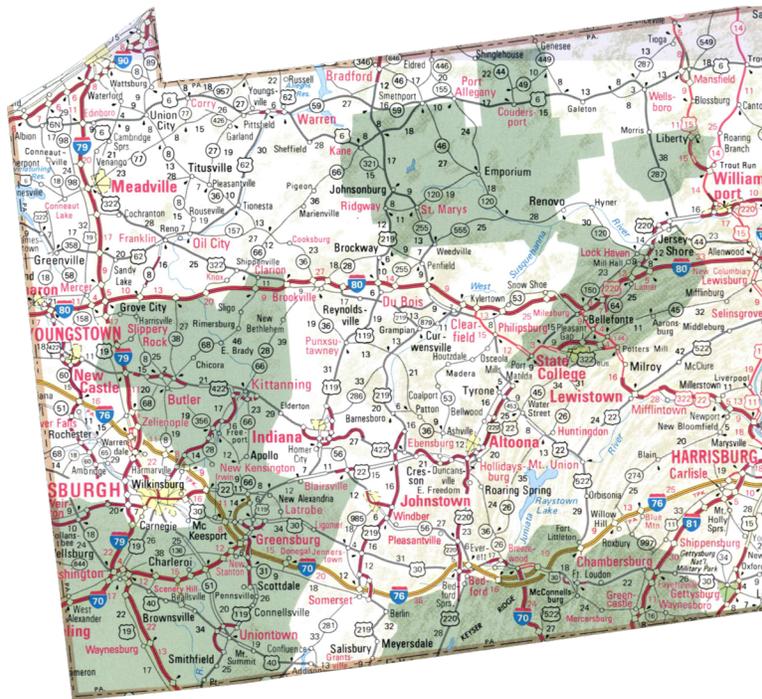


Figure 1. WPP Service Region (shaded in green).

## 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 2021 funding cycle are:

- ✓ Revitalizing communities with sustainable energy,
- ✓ Institutional-scale solar PV,
- ✓ Smart energy use, and
- ✓ Driving Innovation

A more detailed description of these focus areas is provided below.

### REVITALIZING COMMUNITIES WITH SUSTAINABLE ENERGY

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

- ✓ Regenerating 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 regenerative development in the community.
- ✓ Regenerating 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 regenerative development in the community.

### INSTITUTIONAL-SCALE SOLAR PV

The WPPSEF is seeking to co-fund institutional-scale solar PV (1-3 MW) projects that are constructed within the WPP service region. Project examples include, but are not limited to:

- ✓ Institutional-scale solar PV projects that are located at educational institutions, county/municipality owned facilities, and privately-owned businesses/ land;

- ✓ Institutional-scale solar PV projects that assist local communities to redevelop abandoned/ blighted land into a site where sustainable energy technologies, such as solar PV, can be deployed,
- ✓ Institutional-scale solar PV projects that are coupled with high performance building projects.

### **SMART ENERGY USE**

WPPSEF is seeking innovative energy efficiency projects that deploy and demonstrate advanced technologies and materials. Examples include, but are not limited to:

- ✓ Projects at healthcare and senior housing facilities that reduce energy usage, while improving air quality;
- ✓ Energy projects that implement energy efficiency measures which have been identified as priority areas in comprehensive energy audits;
- ✓ Energy projects that seek to reduce energy use by deploying innovative or emerging energy efficiency, conservation or sustainable energy technologies such as but not limited to waste heat recovery technologies; and
- ✓ Support sustainable energy projects that will improve the energy performance of water treatment plants;
- ✓ Projects that support the manufacturing of sustainable energy products and materials that can be used to reduce energy use.
- ✓ High performance construction projects that utilize advanced building concepts and materials with a specific focus on energy use such as the Passive House, ENERGY STAR, or Living Building Challenge (LBC).

## DRIVING INNOVATION

WPPSEF is seeking to support emerging and early-stage deployment innovation that will accelerate the deployment of regenerative/ sustainable energy technologies to benefit the West Penn Power ratepayer. Examples include, but are not limited to:

- ✓ Electrification projects using renewable energy sources,
- ✓ Deployment of new renewable energy and/or smart energy use community-driven project finance programs,
- ✓ Strategic deployment of electromobility technologies using renewable energy sources,
- ✓ Use of artificial intelligence/ data analytics to improve smart energy use,
- ✓ Educational outreach, in collaboration with WPPSEF, to support the understanding and deployment innovation of new technologies and/or financing benefit the West Penn Power ratepayer, and
- ✓ Collaboration with WPPSEF through its Kane Passive House demonstration project to showcase how embracing new technology can be an economic driver in rural and distressed communities.

## 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 ratepayer. 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 September 9, 2021.*** Proposals submitted after the deadline will be returned to the applicant. A signed paper copy and a digital copy in an Adobe Portable Document Format (pdf) 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.

## **ADDITIONAL INFORMATION**

Additional questions should be forwarded to the WPPSEF Director. Questions should be submitted via e-mail to [wppsef@ems.psu.edu](mailto: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 the Community/ WPP ratepayer (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)

## **ATTACHMENT B – PROPOSAL OVERVIEW AND SIGNATURE**

Date of Submission \_\_\_\_\_

Company Name \_\_\_\_\_

Title of Proposal \_\_\_\_\_

- Program Area
- Revitalizing Communities with Sustainable Energy
  - Institutional-Scale Solar PV
  - Smart Energy Use
  - Driving Innovation

### ***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

<i>Finance Category</i>	<i>Applicant</i>		<i>Project Partners (List Names)</i>			<i>WPPSEF Request</i>		<i>Category Total</i>
	<i>In-Kind</i>	<i>Cash</i>				<i>Grant</i>	<i>Loan</i>	
<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>								
<i>Finance Total (by Source)</i>								
<i>Total Project Cost</i>								
<i>% Cost by Source</i>								

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

<i>Finance Category</i>	<i>Applicant</i>		<i>Project Partners (List Names)</i>			<i>WPPSEF Request</i>		<i>Category Total</i>
	<i>In-Kind</i>	<i>Cash</i>	<i>DCED-CFA (Grant)</i>	<i>DCED-CFA (Loan)</i>	<i>Bank XYZ (Loan)</i>	<i>Grant</i>	<i>Loan</i>	
<i>Salary</i>								
B. Smith	\$2,500	\$0	\$2,500	\$0	\$0	\$0	\$0	\$5,000
J. Good	\$2,500	\$0	\$2,500	\$0	\$0	\$0	\$0	\$5,000
<b><i>Major Equipment (greater than \$25K)</i></b>								
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
<b><i>Equipment/ Supplies (less than \$25K)</i></b>								
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
<b><i>Construction</i></b>								
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
<b><i>Subcontracts</i></b>								
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
<b><i>Legal</i></b>								
XYZ Legal	\$0	\$1,250	\$0	\$0	\$0	\$0	\$0	\$1,250
<b><i>Other (please list)</i></b>								
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
<b><i>Finance Total (by Source)</i></b>	\$12,500	\$156,750	\$35,000	\$165,000	\$100,000	\$19,500	\$95,000	\$583,750
<b><i>Total Project Cost</i></b>	\$583,750							
<b><i>% Cost by Source</i></b>	2.1%	26.9%	6.0%	28.3%	17.1%	3.3%	16.3%	100.0%

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## 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 Community/ WPP Ratepayer***      Two (2) page maximum

Applicants need to identify the location of the proposed project, identify if the project is in the WPP service region, how the project will benefit the WPP ratepayer/ local community, and the potential of the project to have long lasting positive change in the community.

***Statement of Work***                      Eight (8) 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***                      Two (2) 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 betterment, and educational contact hours for project related outreach.

***Project Finance***                      Two (2) 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.

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***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.