Project Development Assistance Incentives

Renewable Energy Programs I Request for Funding I 930RF

Submission Instructions

A completed, signed ***Form 910E: Project Enrollment*** must precede or accompany this ***Form 930RF: Request for Funding***. Only projects approved for enrollment are eligible for ***Request for Funding*** review. All terms and conditions of Project Proponent's enrollment agreement for this project apply and govern this ***Request for Funding***.

To be considered for project development assistance (PDA) incentives, a ***Request for Funding*** must be submitted to Energy Trust for review and consideration ***before*** Project Proponent begins any of the work on an activity that is the subject of the request. Proposed activities cannot already be underway. Energy Trust may request additional information or documentation. Approval or denial of a specific activity for incentive reservation rests solely with Energy Trust. Final determination of eligibility for Energy Trust incentives rests solely with Energy Trust.

Energy Trust considers certain activities and costs as ***ineligible*** for project development assistance incentives, including, but not limited to:

- Purchase of equipment (except for approved metering equipment needed for resource assessments), facilities or investment in a physical asset.
- Purchase or leasing of land or resources
- Permit fees
- Closing costs and other costs involved with finalizing a deal with an investor
- Project Proponent’s or owner(s)’ own time and materials towards the proposed project development work
- Activities already started or completed
- Proposed projects without any electric generation objectives (except for resilience projects).

Types of Project Development Activities

Project Proponent may request project development assistance incentives for work to be performed by the Project Proponent’s third-party consultant(s), not work performed by the Project Proponent. Incentives for approved project development assistance activities are calculated and paid on a reimbursement basis following Energy Trust’s review of submitted final completion documentation. Project Proponent is responsible for paying its consultant(s) in full. Typical project development activities include, but are not limited to:

Feasibility Study Assistance: Engaging a consultant to prepare a feasibility study for the project. Elements typically included in feasibility studies include, but are not limited to, resource characterization, a pro forma financial analysis, an assessment of technology options, and interconnection considerations and costs.

Expert Development Assistance: Engaging a consultant to provide expert assistance related to other project development needs such as design, permitting, utility interconnection, or construction management.

Grant-writing Assistance: Engaging a consultant to complete grant applications for project funding opportunities, such as the United States Department of Agriculture and the State of Oregon.

The maximum cost share that Energy Trust may provide will not exceed 50%, or 75% for state, local or tribal governmental entities or qualifying private resilience projects. Cost share is based on the total documented, eligible project development activity cost. The maximum amount of cumulative project development assistance incentives that Energy Trust will provide towards an enrolled project will not exceed: $200,000 for renewable electricity generation projects or $40,000 for energy resilience projects and portfolio solar assessments. Refer to the following table for eligible project types, rates, and PDA limits.

Project type	**Eligibility and Max cost share**	**Max total PDA incentive**
Renewable electricity generation: (biopower, hydropower, geothermal, municipal-owned small-scale wind)	Private: 50%; Public/Tribes: 75%	$200,000
Energy Resilience/Microgrid Development	Public/Tribes: 75% *Private with “community benefits”: 75%	$40,000
Portfolio Solar Assessment	Public/Tribes: 50%	$40,000

* Privately-owned projects will be eligible to receive the Energy Resilience/Microgrid Development PDA option if the resilience project is determined to provide a significant public benefit or critical service to the community. Eligibility will be determined by Energy Trust staff based on the project description in ***Form 910E: Project Enrollment*** and other submitted application materials.

Return completed form to:

Renewable Energy Programs ♦ Energy Trust of Oregon, Inc.

421 SW Oak Street, #300 ♦ Portland, Oregon 97204

SECTION 1: Project Proponent Information	
Project Proponent Legal Business Name *(must match Project Proponent's enrollment agreement and submitted W-9)*	Title
Telephone ☐ office ☐ cellular	Email *(This email will be used by the program to notify you of its approval or denial for activities identified in connection with this **Request for Funding**)*
Project Name	

SECTION 2: Activity Description
Provide a detailed description of the proposal/scope of work for development assistance including key milestones, key decision points, and expected deliverables. Describe the key information you expect to gain or the accomplishments expected to result from each activity. Describe how each proposed activity is important to the forward progress of the proposed project. You may attach additional pages, as necessary. REQUIRED: Project Proponent must include a table, consistent with the **Table 1** format below, specifically listing each activity included the proposal/scope associated with this ***Request for Funding***.
Provide a budget for the scope of work and an explanation of how costs were calculated. If the request includes multiple activities, please break out the cost of each activity individually. Include any bids for the proposed activities. Please disclose any other outside funding sources supporting your request. You may attach additional pages, as necessary.
Describe how the proposed scope of work fits into the overall project development process and how any other project development activities will be funded. Describe plans for how you will move forward into the design, financing, and construction phase of your project if project development activities prove to be successful.
Please provide the business name and qualifications of the third-party independent consultant(s) who will perform work, unless consultants' qualifications are already on file at Energy Trust. You may attach additional pages, as necessary.
Disclose any actual or potential financial or personal interest that any consultant(s) may have in the proposed project or with Project Proponent (example: part-owner in project, or Project Proponent family member).

Table 1: Activity List *(Required format — example)*				
Activity Description *(must clearly identify the specific project development activity that is subject of the request)*	**Activity Start Date/End Date**	**Final Completion Documentation***	**Cost Estimate** *(do not included ineligible activity costs)*	**Incentive Request** *(may not exceed 50% of estimated eligible costs, or 75% if governmental)*
Feasibility study performed by XYZ consultant to examine resource potential.	*6/1/2020-10/31/2020*	*Copy of final feasibility study prepared by consultant XYZ*	*$10,000*	*$5,000*
		TOTAL	*$10,000*	*$5,000*

* **Final Completion Documentation** should reference electronic copies of applicable items to be provided by Project Proponent as proof of activity completion, such as:

- A completed feasibility study, and unlocked versions of any underlying models, spreadsheets or other analysis created or prepared as part of or in support of such study along with a summary of next development steps Project Proponent intends to take or reasons for not proceeding at this time;
- Summary memo prepared by Project Proponent's expert consultant reporting on results of the specified activity (including, but not limited to final design, permitting, utility interconnection, construction management, etc. along with next steps, recommendations and lessons learned; and/or
- Proof that a grant was submitted to the granting organization for the project listed within the required time period and passed its initial screening for completeness or a copy of the submitted grant application(s);
- Completed permit(s) and/or power purchase agreement(s), interconnection agreements, or other such project application(s).

Project Proponent agrees to provide any additional final completion documentation as may be requested by Energy Trust for it to complete its review.

SECTION 3: Project Proponent Signature

Project Proponent understands and agrees that Energy Trust may or may not approve this ***Request for Funding***, and the terms and conditions of this ***Request for Funding*** and the ***Project Enrollment*** agreement apply. By signing below, I represent to Energy Trust that (i) I have completed this ***Request for Funding*** completely, truthfully and accurately to the best of my knowledge, (ii) I have read, understand and agree that any terms and conditions contained herein are in addition to, and governed by, Project Proponent's **Project Enrollment Application** agreement with Energy Trust for the identified project; and (iii) I am authorized to enter into this agreement on behalf of the named Project Proponent. Project Proponent further agrees that all information provided to Energy Trust in its **Project Enrollment Application** agreement remains truthful and correct as of the date of this submission, including but not limited to Project Proponent's confirmation that the resulting project's energy will off-set or deliver energy for the benefit of Oregon customers of PGE or Pacific Power.

SIGNATURE:	**DATE:**
PRINT NAME AND TITLE:	

Next Steps: After review, Energy Trust will notify Project Proponent of its Approval or Denial by emailing a copy of this form to Project Proponent's email address listed with SECTION 4 below completed.

Unless a specified activity has been identified as approved by Energy Trust in SECTION 4 below, then such request is DENIED.

If DENIED, then Energy Trust has determined that we are NOT able to provide incentive support for the project development assistance as requested. Please contact us if you have questions.

SECTION 4: Notice of Denial or Approval *(This section to be completed by Energy Trust)*

Energy Trust has reviewed this ***Request for Funding*** and hereby approves the activities specifically listed below for an incentive reservation. If an activity is not listed then that request is DENIED. If you have any questions, please contact us at renewables@energytrust.org. Please note that the amount of incentives approved for reservation by Energy Trust may differ from the amount requested. If at any time during the approved project development activity work, the scope, schedule or cost changes from that presented to Energy Trust in the approved ***Request for Funding***, you must notify Energy Trust and we may require you to submit a revised ***Request for Funding*** or other documentation.

Approved Activity #	Approved Activity	Incentive Reservation Amount *(50% of estimated eligible cost, up to 75% for eligible projects)*
ACTIVITY 1		
ACTIVITY 2		
ACTIVITY 3		
ACTIVITY 4		
ACTIVITY 5		
ACTIVITY 6		
ACTIVITY 7		
ACTIVITY 8		
ACTIVITY 9		
ACTIVITY 10		
	TOTAL INCENTIVE RESERVATION AMOUNT	
	INCENTIVE RESERVATION EXPIRATION DATE	

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421 SW Oak Street, #300 ♦ Portland, Oregon 97204

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Project Name:		**Project ID:**
Authorized Energy Trust Representative		
Name	Title	Date

Instructions to Request Incentive Payment:

Project Proponent must complete all approved project development activities and submit all of the following required completion documentation to Energy Trust to request payment by the Incentive Reservation Expiration Date indicated in SECTION 4. The incentive reservation will expire and be void as of this deadline. If you need an extension to complete an activity, you must contact Energy Trust in writing before the Incentive Reservation Expiration Date with your request. Unless an extension request is expressly approved by Energy Trust in writing and a revised Incentive reservation expiration date provided, then the reservation expires and reserved funds withdrawn and released. All documentation must be submitted electronically. Documentation may be submitted to the email address of the Energy Trust personnel working with the Project Proponent or to renewables@energytrust.org:

- A completed W-9 for Project Proponent, if not previously provided;
- A legible copy of Project Proponent's consultant's invoice for the activity work; and proof that such invoice was *paid in full* (examples include a cancelled check or a statement from consultant showing a balance of zero); and
- All required completion documentation for the specified activity, including Final Completion Documentation and any other required documentation as may have been additionally requested by Energy Trust for a specified activity**,** clearly identified by approved Activity #.

Energy Trust reserves the right to request, and Project Proponent agrees to provide, any additional backup documentation requested by Energy Trust. By submitting the completion documentation to request payment, Project Proponent is certifying to Energy Trust that the project development assistance work has been completed consistent with the Energy Trust-approved ***Request for Funding*** and the information provided is true and correct.

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