

Attachment 1

Grant Application-Solar for Schools Program

MN Department of Commerce

Step1 School Readiness Assessment

Please Note:

- The Solar for Schools program requires that the school is the payee for the purposes of this application and, if approved, subsequent grant agreement. The grant agreement will be between the school and the Department. As a result, for the purposes of this process, reference to Payee, Vendor/Supplier means the school. The school's authorized representative is the eligible signatory for the agreement and other authorization required on behalf of the school.
- The questions in Step 1 and Step 2 are enumerated in the RFP. However, they are not numbered in the online application. See Attachment 1 for a PDF list of questions for Step 1.
- PDFs are strongly encouraged for all document uploads.

Project Name*

For this RFP, the project name is fixed. Please enter "Minnesota Solar for Schools" as the project name.

Character Limit: 150

Solar for Schools Unique Project ID Number*

Please enter your SFS Unique Project ID Number (including hyphens "-" using the format [SFS22-####](#)).

Applicants must obtain a unique project ID number from the Department *for each school/building applying* by emailing SolarForSchools@state.mn.us to request an ID. The email must include the Applicant's primary point of contact's name, title, phone number, and email address along with the site school/building name, school district/university or college system, district number, and office mailing address.

The ID must be included on ALL correspondence, including the Assessment, and during any phone calls with the Department. Applicants should plan for no less than one business day to receive their ID.

Character Limit: 50

A. School and Key Project Contact Information

School Information

Provide the identifying information for the school at, or on, which the System is to be installed.

Individual School or Building Name*

Character Limit: 100

School District or College/University Name*

Character Limit: 50

School District Number*

(If Applicant is a college/university, please enter "N/A.")

Character Limit: 15

Main Mailing/Office Address*

Include the full address within this one line.

Character Limit: 250

Proposed System Site Address

Address must be separated in the fields provided for future programmatic mapping purposes.

Street Address*

Line 1

Character Limit: 50

Street Address

Line 2

Character Limit: 100

City*

Character Limit: 50

State*

Character Limit: 50

Zip Code*

Character Limit: 25

County*

Character Limit: 50

School Office Phone (Including Area Code)*

Character Limit: 15

Extension (If Applicable)

Character Limit: 10

School Contacts:

Provide the name, title, phone number, and email address for each of the key project contacts below.

Authorized School Representative:

The School's Authorized Representative is who supports this application for funding and who will serve as the primary signatory related to this application process and subsequent funding agreement with the Department.

Name (First and Last)*

Character Limit: 250

Title*

Character Limit: 100

Email Address*

Character Limit: 254

Primary School Project Contact:

Enter if different from Authorized School Representative above.

Name (First and Last)

Character Limit: 250

Title

Character Limit: 100

Email Address

Character Limit: 254

Primary Facilities Representative:

Name (First and Last)*

Character Limit: 250

Title*

Character Limit: 250

Email Address*

Character Limit: 254

Primary Curriculum Development Contact:

May be at the District/University/College or individual school building level.

Name (First and Last)*

Character Limit: 250

Title*

Character Limit: 250

Email Address*

Character Limit: 254

School Board Representative:

May be a representative from a decision-making or approval body for a college or university system.

Name (First and Last)*

Character Limit: 250

Title*

Character Limit: 250

Email Address*

Character Limit: 254

Authority to Apply*

Upload a letter signed by an authorized school representative, indicating approval for the Primary School Contact to pursue this grant application. The letter should also indicate any specific efforts already undertaken by the Applicant to pursue a solar project in order to demonstrate school readiness to apply and verify the accuracy of the application.

File Size Limit: 5 MB

State Vendor ID/Supplier ID Information for the School*

Has the Applicant (the school) ever had a contract with the State of Minnesota before?

Choices

Yes

No
I don't know

If yes, please provide the SWIFT Vendor Number and Location ID

(for example: 000012345_Loc 001)

Character Limit: 50

If no,

Applicants deemed eligible and ready to proceed will need to have a State of Minnesota Vendor Number before entering into a grant agreement. Information on how to register for a Vendor Number can be found at: [Vendor Information \(state.mn.us\)](http://VendorInformation.state.mn.us)

Character Limit: 10

B. Curriculum Development Plan

Curriculum Instructions:

At the time of the Step 1: School Readiness Assessment, Applicants must submit a plan for how the system will be utilized as a learning tool for students. Curriculum does not need to be fully developed, but the content should reflect the Applicant's commitment to utilizing the System as a learning tool.

In Step 2, the Developer will be asked to collect from Applicants and submit updates on Curriculum Development planning and integration.

List Curriculum Team*

Provide any name(s), title(s), and e-mail(s) of all teachers, staff, or other individuals confirmed or planning to participate in the development and integration of renewable or clean energy content into the Applicant's curriculum beyond the Primary Curriculum Development Contact provided in the previous section.

Character Limit: 5000

Curriculum Development*

Describe the curriculum development or integration plan. Be sure to include what has been accomplished to date and goal timelines.

Character Limit: 5000

Supporting Curriculum Documents (Optional)

Upload any supplemental supporting curriculum documents or documentation. This is optional but encouraged.

File Size Limit: 25 MB

C. Energy

Two years of monthly electricity use*

Provide two (2) years of monthly electricity use (kWh) for the building for which the solar will be installed. This does not need to be copies of all monthly bills and can be data tracked by the school in spreadsheet (saved in PDF form).

Only one file can be uploaded here. For uploading an additional files, please use the optional upload fields below.

File Size Limit: 25 MB

Additional monthly electricity use file. (Optional)

PDF files are **strongly** preferred

File Size Limit: 25 MB

Additional monthly electricity use file. (Optional)

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Additional monthly electricity use file. (Optional)

PDF files are **strongly** preferred

File Size Limit: 25 MB

Recent Electrical Bill*

Upload at least one (1) recent electrical bill which explicitly states the name on the bill, the electrical rate structure, energy use, and the demand charges. PDF files are **strongly** preferred.

File Size Limit: 25 MB

Existing Distributed Energy Resource*

Describe any existing distributed energy resource that currently provides electricity to the school building, including any subscriptions to a community solar garden.

Character Limit: 5000

Energy Efficiency Measures or Feasibility Studies*

Describe any energy efficiency measures or feasibility studies the school district and/or the school project site has formerly taken or plans to undertake.

Character Limit: 5000

Supplemental Supporting Energy Efficiency or Distributed Energy Documents (Optional)

File Size Limit: 25 MB

System Solar Thermal Device*

Identify and describe any solar thermal device(s) to be installed as part of the System. If none are planned, write 'none.'

Character Limit: 1000

D. System Description

Submit the anticipated System size/capacity (kWac)*

Character Limit: 250

Estimated Annual Energy Production*

Submit the estimated annual energy production, based on the Solar Suitability App (solar.maps.umn.edu/app/) for shade analysis in combination with PVwatts (<https://pvwatts.nrel.gov>) for production estimates or upload a copy of a virtual or preliminary site assessment. If uploading a document, type "see uploaded site assessment."

Character Limit: 5000

Supplemental Energy Production or Site Assessment Supporting Documentation (Optional)

File Size Limit: 25 MB

System Site*

Describe the site on or at which the System will be installed and any known needs or issues which may impact the installation or cost (e.g., shading, roof age, roof vs. ground mounted).

Character Limit: 10000

Describe the estimated timeline to System installation.*

It is strongly encouraged to also upload documents which may supplement your description such an illustration of the timeline.

Character Limit: 10000 | File Size Limit: 10 MB

E. System Procurement Process

System Procurement Process*

Describe the planned procurement process including estimated timeline, bid selections and approvals needed, and any local or state procurement requirements.

Character Limit: 10000 | File Size Limit: 10 MB

Prevailing Wage Compliance*

Describe the prevailing wage compliance in the procurement process, as defined in Minn. Stat. 177.42, subd. 6, and adhere to the provisions of Section 177.43, ensuring that the Developer,

including all subcontractors, will comply with it. **Note:** In Step 2: Full Grant Application, the Developer must also describe a plan to assure prevailing wage compliance.

Character Limit: 5000

Supporting Documentation for Prevailing Wage Compliance (Optional)

Upload any relevant supporting documentation highlighting prevailing wage compliance. See Attachment 4 of the RFP for reference. Further detail will be required in the Full Grant Application.

File Size Limit: 25 MB

Experience Overseeing Prevailing Wage Compliance*

Describe the experience Applicant staff (such as school facility or administrative staff) have in overseeing prevailing wage according to Minn. Stat. 177.42 and 177.43.

Character Limit: 5000

F. System Funding / Financial Need

Planned Ownership*

Describe the type of planned ownership (e.g., Power Purchase Agreement (PPA), direct ownership, loan), if known.

Character Limit: 10000

Financing for Funding System*

Describe all known and planned funding sources and amounts, including all known secured funding, that will be used as matching funds, as well as any planned financing or fundraising activities.

Character Limit: 10000

Supporting Documentation for Funding the System

If you have a working budget please upload and include the funding source/type and amount secured and note any planned financing or fundraising contributing to the matching funds.

File Size Limit: 15 MB

Utility Support Under Statute*

Note and describe any utility support being pursued as authorized by Minn Stat 216B.41 in addition to this grant. If none is being pursued, write 'none.'

Character Limit: 5000

Most Recent ANTC/APU Value*

List the Applicant's ANTC/APU as sourced from the table populated with the most recent data from the Minnesota Department of Education made available for Applicant's online on the Department's Solar for School page.

Character Limit: 50

Identify Maximum Allowable Grant*

Identify the **maximum allowable** grant, based on financial need as defined via Table 1 in the RFP, or posted on the Department's Solar for Schools page. Note, if deemed ready, the Full Grant Application will require submission of the actual project costs to the Department; the final grant award will be determined based on the maximum allowable grant thresholds in combination with known matching funds, not to exceed the full project cost.

Character Limit: 50

G. Utility and Interconnection

Applicant's Utility Representative

Provide the following contact information for your electric utility representative.

Name (First and Last)*

Character Limit: 250

Title*

Character Limit: 250

Email Address*

Character Limit: 254

Phone Number (Including Area Code)*

Character Limit: 15

Extension (If Applicable)

Character Limit: 10

Utility Level of Support*

Describe the Applicant utility's level of support, interconnection process, and timeline estimates.

Character Limit: 500

Utility Letter of Support (Optional)

Upload a letter of support from the Applicant's local utility describing their level of support, interconnection process, and timeline estimates. PDF files are ***strongly*** preferred.

File Size Limit: 15 MB

Notes

Notes

Character Limit: 10000