

Solar Electricity For Community Buildings

Application Information – Spring 2019

This sample application form will allow you to prepare for formal submission online (starting June 24th). We will ask you to describe your organization or group, the details of your solar project, and the method used to pay for the up-front and ongoing costs of this installation.

You may require the assistance of your solar contractor or consultant to complete some of the technical questions. Please note that you cannot save a partial application and return to it later – if you are unable to complete and submit your application at this time, you will lose your content. We recommend you review this application form and have all answers ready before filling out the form.

To prepare for this application we ask that you

1. Read the Program Details document ([link here](#))
2. Review the Solar Energy for Community Buildings Program website ([link here](#))
3. Have the following documents available:
 - a. Site assessment report
 - b. Shading analysis data, if applicable
 - c. Environmental assessment, if necessary
 - d. Structural assessment if necessary
 - e. Most recent financial documents
 - f. A letter from the property owner, if applicable

A shading analysis is required if the proposed site will be shaded by existing obstructions, including trees or other buildings, at any time of the year.

You will receive an email with a confirmation number once you have successfully submitted your application. If you wish to re-submit your application with changes before the closing date you may do so by emailing SolarCommunityBuildings@novascotia.ca with your confirmation number and indication of your desire to remove your current application before proceeding with your new application.

Questions marked with an asterisk must be completed before the submission will be accepted.

Section 1: Screening questions

1. Please indicate which category of eligible applicant types matches your organization*
2. Does the organization own the building or property where you plan to install the solar energy project?*

 - a. Yes
 - b. If no, please attach a signed letter from the property owner, confirming that they are aware of the scope, timing, funding model and construction impacts of the project.

3. Is the building or property contained wholly within the borders of Nova Scotia?*
4. Is this building or property being constructed, leased, or provided with electricity **only** to participate in this program?*

Section 2: Proponent Information

Please provide the following information about your organization or group, and the contact information for this application.

5. Full legal name of Proponent/bidder*
6. Primary contact name*
7. Primary contact phone number*
8. Primary contact email address*
9. Secondary contact name
10. Secondary contact phone number
11. Secondary contact email address
12. Street address of the proposed solar installation*
13. City
14. Municipality*

15. County*
16. Latitude of site*
17. Longitude of site*
18. Parcel Identifier (PID) for the property*
19. Electrical Utility that serves this property*

Section 3: Cost of the Project

Please provide us with some information about the cost of your solar project. If an expense category does not apply to your project, please use a value of \$0 for that expense. The total cost for your project will be added, and you will be asked to provide details on how you will be funding this project in the following section.

Please include all applicable HST and other taxes in each cost item, taking into account any tax rebates you qualify for, and ensuring that the amount reflects the total cost to the organization.

20. Cost of the solar panels*
21. Cost of the inverter(s) (enter \$0 if integrated into solar panels)*
22. Cost of hardware, including mounting systems, wires, meters, and related electronics*
23. Cost of direct labour for the installation*
24. Cost of any structural upgrades required to the existing building to facilitate the installation of the solar array*
25. Cost for connection to the utility, and any upgrades required to the existing electrical system*
26. Cost of any permits and inspections*
27. Any other costs associated with the installation of the solar system, including any studies, reports or consultations*
28. Cost of shipping, brokerage fees and import duties*
29. Total HST to be paid on all of the above*
30. Anticipated HST reimbursement amount, if applicable
Total costs for the installation, including all applicable taxes:
31. The anticipated annual costs for maintenance and service of the solar project*
32. Annual cost for increases to your insurance*
33. Any additional expenses, per year, for the lifespan of the project*
Total annual costs for maintenance and operation

Section 4: Funding for the project

Please provide more details on the source and amount of funding for this project. Note that the total funding must equal the total costs shown above.*

Funding Source Category	Brief explanation of source (ex: cash reserves, fundraising, etc.)	Term of Debt (months or years)	Interest Rate of Debt (%)	Total Funding from Source Category
Cash		NA	NA	
Bank loan				
Government grant		NA	NA	
Private Grant		NA	NA	
Other (please explain)				
Total funding				(autosum)

34. If your organization is paying for any of the solar project using cash, please upload a copy of your organization's most recent financial statement. Note: selection preference will be given to applicants providing an independently reviewed or audited financial statement.
35. What is your selling price (\$ / kWh) for electricity generated from the solar generating project?*

Section 5: Technical information

Site information:

36. Please provide a brief description of any obstructions that may cause shading on the proposed solar array and/or any objects that may cause shading in the future such as immature trees or planned construction projects, or indicate that there are no obstructions that will cause shading;
37. Please upload document(s) that include the following information:*
 - a. Please provide site plans which may consist of architectural plans, engineering drawings, sketches, photos, or other visual representations.
 - b. Please provide a copy of a technical assessment prepared by a solar contractor and/or the calculation results from solar assessment software including the name and version of the software used.

38. Please describe the access to the site for construction and maintenance (existing road or driveway, new road, etc.), and any changes that may be required to the property to accommodate construction or maintenance.*

Solar installation information:

- 39. Tilt of the solar panels in degrees at their proposed location, where a flat-mounted (horizontal) system is 0 degrees and a wall-mounted (vertical) system is 90 degrees.
- 40. Azimuth of the solar panels where East is -90°, South is 0°, and West is +90° *
- 41. Please estimate the average annual photovoltaic potential or insolation (kWh/ kW, kWh/m2, or full sun hours) for your site*
- 42. What is the estimated annual energy production of the facility (kWh)?*
- 43. What percent of the electricity from your installation will be generated from solar panels (likely 100%)?*
- 44. What is the total proposed nameplate capacity of the installation (AC kW)

Section 6: Submission requirements

Agreement of Terms and Conditions

■ The Proponent has carefully examined the RFP documents, including all answers to questions and issued addenda, and has a clear and comprehensive knowledge of the deliverables required. By submitting a proposal, the Proponent agrees and consents to the terms, conditions and provisions of the RFP and offers to complete its project in accordance therewith at the rates set out in the completed application form.

No Prohibited Conduct

■ The Proponent declares that they have not engaged in any conduct prohibited by this RFP.

Conflict of Interest

Proponents shall disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who participated in the preparation of the proposal **AND** who were employees, directors, officers or agents of Clean Foundation within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the Proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

■ The Proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the Proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the Proponent declares an actual or potential Conflict of Interest by marking the box above, the Proponent must set out below details of the actual or potential Conflict of Interest (if additional space is required to properly describe the Conflict of Interest, please attach supplementary pages):

Disclosure of Information

The Proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of this proposal by Clean Foundation to the Province or other advisers retained by Clean Foundation to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

■ The information included in this application is correct and accurate to the best of my knowledge.