

**WPPSEF**

WEST PENN POWER  
SUSTAINABLE  
ENERGY FUND

## **Sustainable Energy Financing Request for Proposals (2024)**

**Proposal Submission Deadline  
January 23, 2024 (4:00 PM, EST)**

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## TABLE OF CONTENTS

	<u>Page</u>
BACKGROUND .....	1
FOCUS AREAS .....	2
Transformational Programs with Enduring Impact .....	2
Revitalizing Communities with Sustainable Energy .....	2
Induction Cooking .....	3
Collaboration with WPPSEF through Six&Kane .....	3
Smart Energy Use .....	4
Solar PV Financing .....	4
LEVELS OF FUNDING.....	4
SUBMITTING A FUNDING REQUEST .....	4
Application Deadline and Submission.....	4
Proposal Format and Content.....	5
Additional Information .....	5
APPENDIX A.....	6
Attachment A: Proposal Checklist .....	7
Attachment B: Proposal Overview and Signature .....	8
Attachment C: Project Finance – Sources and Uses .....	9
Project Proposal Guidelines .....	11

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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.

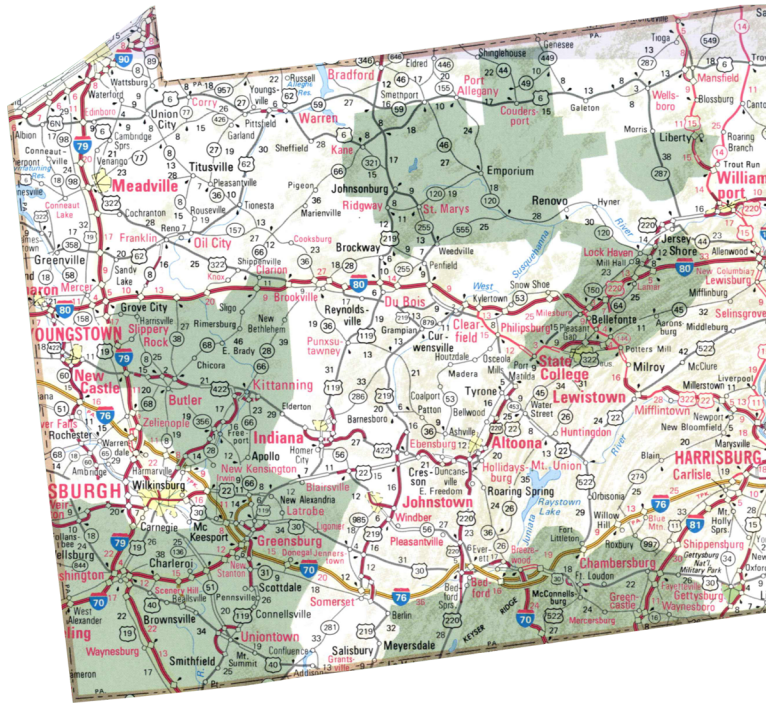


Figure 1. WPP Service Region (shaded in green).

## FOCUS AREAS

WPPSEF is seeking to identify projects that will support the deployment of sustainable energy technologies in a manner that will improve the economic and environmental health of communities within the West Penn Power (WPP) service region. The funding priorities for the 2024 funding cycle are:

- ✓ Transformational programs with enduring impact,
- ✓ Revitalizing communities with sustainable energy,
- ✓ Induction Cooking,
- ✓ Collaboration with WPPSEF through Six&Kane,
- ✓ Smart energy use, and
- ✓ Solar PV Financing

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

### TRANSFORMATIONAL PROGRAMS WITH ENDURING IMPACT

WPPSEF seeks to identify, develop, and support sustainable energy programs that can help transform communities in the West Penn Power service regions. Examples may include, but are not limited to:

- ✓ Developing a coalition of non-profit, educational, and community organizations that utilize sustainable energy technologies and programs to improve their present-day community with focus in sustaining the programs into the future. The coalition should propose a small number of showcase projects they wish to support.
- ✓ The development of a community-volunteer network to reduce the energy use in their community through a series of small-scale sustainable energy showcase projects that will be used as a model for other like-minded communities.

### 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.

## INDUCTION COOKING

WPPSEF is seeking to support a limited number of induction cooking projects as part of existing building renovations/ expansion and in new construction. Examples include, but are not limited to:

- ✓ Conversion of existing kitchens that use gas cooking appliances to electric induction cooking.
- ✓ Upgrading existing electric cooking kitchens to induction cooking in non-profit organizations.
- ✓ Conducting induction cooking workshops and outreach events for the general public.

## COLLABORATION WITH WPPSEF THROUGH SIX&KANE

Six&Kane is an EnerPHit<sup>+</sup> certified Passive House project in the Borough of Kane, PA within the PA Wilds region. Six&Kane won a 2023 Governor's Award for Environmental Excellence, has been showcased in the Passive House Buildings Fall/Winter 2020 and the 2021 Passive House Accelerator retrofits magazines, and is showcased in Passive House Case Study in the International Passive House database.

WPPSEF is seeking utilize this facility as an outreach tool for high performance construction with an enduring impact in north-central Pennsylvania. Examples of potential projects that WPPSEF may consider funding include, but are not limited to:

- ✓ Hosting workshops at Six&Kane focused on high performance buildings and their impact on the community.
- ✓ Hosting building tours at Six&Kane and at other regional locations in the PA Wilds.
- ✓ Co-funding video documentaries coupled with case studies on Six&Kane and at other regional locations in the PA Wilds.

## **SMART ENERGY USE**

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

- ✓ Projects that seek to reduce energy use in community-focused facilities such as water treatment, healthcare, senior housing, libraries, civic centers, food banks, first responders, and shelters.
- ✓ Projects that are focused on commercial and industrial-scale technologies that are focused on reducing energy that utilize materials manufactured in the WPP service region.

## **SOLAR PHOTOVOLTAIC FINANCING**

Solar photovoltaic (PV) systems are on the cusp of becoming a mainstream renewable energy technology. WPPSEF seeks to provide bridge/ short term financing for solar PV systems to ensure a more rapid deployment of solar PV over the next 1-2 year timeframe.

WPPSEF interest rates and fees are competitive with commercial lending.

## **LEVELS OF FUNDING**

**Financing Requests.** WPPSEF financing terms are flexible to meet the project needs while assessing risk. While a particular project ceiling or floor has not been set by the WPPSEF, most financing requests are anticipated to be in the \$50,000 to \$500,000 range. Applicants may want to consider contacting WPPSEF prior to proposal submission to discuss the project in detail and begin providing the Fund with the necessary loan documentation to evaluate the funding request.

**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 submitted under the Transformational Programs with Enduring Impact focus area and for other 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 23, 2024.**

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:

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 WPP Communities/ Ratepayer (two page maximum)
- \_\_\_\_\_ Statement of Work (six page maximum)
- \_\_\_\_\_ Project Milestone (one page maximum)
- \_\_\_\_\_ Project Performance Metrics (two page maximum)
- \_\_\_\_\_ Project Finance (two 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 \_\_\_\_\_

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

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

Company Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Date of Project Completion \_\_\_\_\_

- Program Area**
- Transformational Projects with Enduring Impact
  - Revitalizing Communities with Sustainable Energy
  - Induction Cooking
  - Collaboration with WPPSEF Through Six&Kane
  - Smart Energy Use
  - Solar PV Financing

**Project Budget Summary**

Applicant Funding (Cash)	\$ _____
Applicant Funding (In-Kind)	\$ _____
Other Project Partner Funding	\$ _____
Requested WPPSEF Funding	\$ _____
<b>Total Project Funding</b>	\$ _____

**Primary Project Contact**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Proposal Approved by (Name/ Title):** \_\_\_\_\_

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>								
<b>Finance Total (by Source)</b>								
<b>Total Project Cost</b>								
<b>% Cost by Source</b>								

**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	DCNR (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
J. Good	\$2,500	\$0	\$2,500	\$0	\$0	\$0	\$0	\$5,000
<b>Major Equipment (greater than \$25K)</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>Equipment/ Supplies (less than \$25K)</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>Construction</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>Subcontracts</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>Legal</b>								
XYZ Legal	\$0	\$1,250	\$0	\$0	\$0	\$0	\$0	\$1,250
<b>Other (please list)</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>Finance Total (by Source)</b>	\$12,500	\$156,750	\$35,000	\$165,000	\$100,000	\$19,500	\$95,000	\$583,750
<b>Total Project Cost</b>	\$583,750							
<b>% Cost by Source</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***                      Six (6) 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.