



Grant Agreement Form

Project Title: *City Hall Annex Solar Energy Project*

Grant Amount: \$35,000.00

Applicant's Name: Richard M. Jones
Company: City of Racine
Address: 730 Washington Ave.
City, State Zipcode: Racine, WI 53403

Through this Agreement with the Wisconsin Energy Conservation Corporation (WECC), administrator of the Focus on Energy Renewable Energy Program, the undersigned ("recipient") hereby accepts a grant in the amount indicated above, and certifies that:

1. The recipient will abide by the terms and conditions as specified in the Implementation Grant Application form.
2. The services and deliverables described within the recipient's grant proposal will be carried out as proposed in accordance with the scope of work and approved budget. Changes to the recipient's scope of work and/or budget will require written approval from WECC.
3. The grant amount is a not-to-exceed amount. Only expenses for activities identified in the approved scope of work and budget will be eligible for reimbursement. Expenses incurred before this grant agreement form is signed will not be eligible for reimbursement, unless approved by WECC.
4. The matching requirement will be met as indicated in the grant proposal or the modified scope of work and/or budget.
5. The grant recipient must submit to WECC quarterly reports specifying progress toward the goals and deliverables as provided in the scope of work. Quarterly reports may include pictures, drawings, and/or photographs documenting the progress of the completed services. Along with each quarterly report, the recipient will submit an invoice that specifies the actual expenditures and the cost share (the amounts funded by this grant and by other sources of funds and/or in-kind support). Copies of receipts for expenditures must be included with the invoice.
6. The grant recipient must submit an electronic and paper copy of the draft final report within 60 days of the end of the project — see Report Writing Guidelines (Attached). The draft final report will be reviewed by WECC for completeness; changes may be requested. The draft final report must include:
 - a. A summary of the work performed that incorporates:
 - A brief description of the original intent of the project and the perceived benefit of the project
 - A summary of the tangible accomplishments created or achieved by the project
 - Analysis of data collected under the project and any conclusions based upon the analysis
 - Description of information or educational materials developed through the project (tours, presentations, manuals, directories, etc.)
 - Any recommendations for enhancing the benefits of the project
 - b. Copies of all written, visual, or audio materials produced
7. In addition to the final report, the Focus on Energy Renewable Energy Program reserves the right to conduct a follow-up survey of funded projects in order to determine long-term impacts of the project.

8. WECC reserves the right to make the final report available on the Focus on Energy Web site, as handouts in public forums or by request. Confidential material will be protected to the extent possible, if requested by the grant recipient in writing.
9. Upon delivery and acceptance of each quarterly report and invoice, WECC will send payment to the grant recipient within 60 days. WECC reserves the right to withhold payment until any identified project problems are resolved. Payment on the final invoice will be made upon delivery and acceptance of the final report.
10. The grant recipient must maintain sufficient segregation of project accounting records from other projects or programs. The recipient should retain all records relating to this grant for one year after the expiration of this grant. WECC reserves the right to examine any directly pertinent records and computer files of the recipient involving transactions relating to this grant.
11. Your name and grant award information may be used in various communications to the media. A representative of Focus on Energy will contact you before we use your name in any media communications.
12. All materials produced under this grant shall contain the following attribution: "*This (article, report, publication, or document) is the property of the State of Wisconsin, Department of Administration, Division of Energy, and was funded, in whole or in part, through the FOCUS ON ENERGY Program.*"
13. WECC reserves the right to review the recipient's work to ensure that it is performed in a manner consistent with program guidelines.
14. WECC reserves the right to terminate this grant award in whole or in part due to the recipient's failure to fulfill the terms certified in this agreement, or due to non-appropriation of necessary funds.
15. The grant recipient will not construe, claim, or imply that acceptance of this grant constitutes WECC's or Wisconsin Focus on Energy's approval, acceptance, warranty, guarantee or endorsement.

Signature

Date

Printed Name



focus on energy
The power is within you.

NOTICE OF INSTALLATION

Submit after the system is installed

We request that you work with your installer to complete the Notice of Installation.

Mail a signed copy to:

Focus on Energy Renewable Energy Program
 211 S. Paterson Street, Third Floor
 Madison, WI 53703

1. Type of renewable energy system (check one):

__ Solar Electric System (PV)	__ Anaerobic Digesters
__ Solar Hot Water System	__ Non-residential Wood Burning
__ Wind	

2. Date the installation was completed: __/__/__

3. Customer Information – Complete all appropriate fields

Name of owner or contact person (please print)

Richard M. Jones

Company / Organization (For businesses only: A signed W9 form must be on file with Focus on Energy before a check can be issued.)

City of Racine

Fed I.D. No (FEIN)

Individual / Sole Proprietor Corporation Partnership Other

Mailing Address: (Street / PO Box, City, State, and Zip).

Owner / contact person's daytime phone number

Owner / contact person's fax number

Owner / contact person's E-mail

Installation Address: (Street – no PO Boxes -- City, State, and Zip).

Electric utility at installation address

Space heating fuel supplier at installation address

Current space heating fuel type(s)

Natural gas Propane (LP) Oil Electric Other _____

4. Applicant certification

To the best of my knowledge the renewable energy system complies with all applicable federal, state and local codes and regulations governing the installation and operation of the renewable energy system(s). I further certify that the information provided in this Notice of Installation is accurate.

 Applicant's Signature

 Date

Note: If system changes are not noted in the NOI, by signing this document you certify that the system is as it was described in your approved application.

Upon submittal of this Notice of Installation, Focus on Energy reserves the right to inspect the system to ensure that it is consistent with program guidelines before payment is issued.

5. Required attachment checklist:

Forms submitted without required attachments are considered incomplete and can not be approved for payment. It is recommended that installers assist with completing this section.

To electronically submit required photos, go to: <http://focusonenergy.com/photos>. Installers may provide and upload photographs. If you or your installer do not have a digital camera or internet access, photos may be mailed in along with this document.

Solar Electric System: Attach copies of:

- All equipment receipts and/or contractor invoices (they must be dated)
 - Insure that installer has provided a receipt/invoice that includes:
 - List of the key technologies (panels, inverter) installed and the manufacturer, model number and kW capacity.
 - Cost break out: panels, inverters, racking, balance of system, sales tax, labor, shipping, and other costs as appropriate
- Description of any system changes, which may include different: capacity of the system, panel orientation, shading of the panels, type of tracking systems, battery system changes, etc.
- Installation warranty
- Interconnection agreement for grid-connected electric generating systems. Not required for systems installed by NABCEP certified installers. Only attach the page stating with whom the agreement is between (typically the first page) and the page with your and the utility representative's signatures (typically the last page)
- Photos: 1) Panels at the site, 2) Inverter and its connection to the electrical panel; and for systems with battery backup 3) Battery box with cover(s) removed (ensure battery box venting is shown)

Solar Hot Water System -- Attach copies of:

- All equipment receipts and/or contractor invoices (they must be dated)
- Copy of approved and inspected mechanical building permit, if applicable
- Installation Warranty
- Product Warranty for any major system components.
- Photos: 1) Collector array, 2) Major plumbing items (plumbing of hot water tank and pumps).
- Description of any system changes from the original application which may include different components, orientation of the collectors, number of collectors, etc.

Wind System -- Attach copies of:

- All equipment receipts, material and hardware receipts, and/or contractor, subcontractor, or equipment rental invoices (they must be dated)
(Receipts for self installed systems must be organized and costs summarized in table below on the next page.)
- Note that all used wind generator components must be remanufactured, with accompanying receipts detailing what was done and associated costs. Used towers do not have to meet this requirement.
- Installation warranty (this includes remanufactured equipment)
- Product warranty for all new equipment, as well as any remanufactured or used major system components
- Five-year system maintenance service agreement or, if performed in-house, provide a summary of the maintenance person's relevant experience and a copy of their job description
- Photos: 1) inverter, 2) system performance meter, 3) wind logger, 4) wind turbine on the tower, and 5) educational displays if applicable
- Description of any system changes which may include different tower height, tower location, survey of the areas obstacles, and wind turbine manufacturer or model, etc.

Non-residential Wood Burning System -- Attach copies of:

- All equipment receipts and/or contractor invoices (they must be dated)
- Warranties (One year equipment/two year installation)
- One-page flow diagram which identifies the major components and how they are connected.

- ___ Photos: 1) Biomass storage areas, 2) fuel collection systems, and 3) combustor/boiler
- ___ Description of any system changes, which may include: quantity of waste materials handled, estimated biogas production, energy conversion efficiency, parasitic losses, etc. (attach description)

Biogas Digester -- Attach copies of:

- ___ All equipment receipts and/or contractor invoices (they must be dated)
- ___ Installation warranty
- ___ One-page flow diagram, which lists the major components and how they are connected.
- ___ Photos: 1) Biomass storage areas, 2) Digesters, 3) Fuel collection systems, and 4) Combustor/boiler
- ___ Description of any system changes, which may include: quantity of waste materials handled, estimated biogas production, energy conversion efficiency, parasitic losses, etc. (attach description)
- ___ Interconnection agreement for grid-connected electric generating systems. Only attach the page stating with whom the agreement is between (typically the first page) and the page with your and the utility representative's signatures (typically the last page). Include signature and title page of power purchase agreement for electrical systems or agreement for any gas sales contract.

6. For ALL systems complete chart below: Modify the suggested categories as appropriate. It is recommended that installers complete this table.

Suggested Categories	Manufacture and model, or Service Provider(s)	Specifications	Cost
Collector/generator			
Tower, or rack			
Fuel storage, controller, batteries			
Paralleling equipment /inverter			
Lagoon, storage areas, etc.			
Balance of system	NA	NA	
Raw materials (cement etc.)	NA		
Labor (can not include owner)		NA	
Travel (can not include owner)	NA	NA	
Other			
Equipment rental			
Subcontractors			
Shipping	NA	NA	
Tax	NA	NA	
Total Cost			

Note: Besides filling in this summary chart, biogas and self-installed wind systems must also supply a table of ALL expenses and receipts listing the following details about the expenses: date of purchase, vendor, item or items, purpose for item, and cost.

****Keep a copy of this document for your files****

To be completed by Focus on Energy staff:	
Project number# and Name: <u>City of Racine (Richard M. Jones)</u>	
NOI received by: _____	
Name _____	Date _____
Estimated energy production from application: <u>47,123 kWh/Yr</u>	
Estimated energy production of installed system: _____	
Formula: (System cost x % and not to exceed amount) Criteria from Round #: <u>9</u>	
Approved Reward amount: <u>\$35,000.00</u>	
Energy production and Cash-Back Reward amount approved by: _____	
Name: _____	Date: _____