Request for Proposals ("RFP")

Dated: July 22, 2024

SMALL BUSINESS CLEAN ENERGY GRANT PROGRAM

Rhode Island Infrastructure Bank (the “Bank”) Is Soliciting Proposals for the Small Business Clean Energy Grant Program

1. Opportunity Summary

A. PROPOSALS SOUGHT FOR: Funding for clean energy projects from Rhode Island small businesses to construct or make improvements to clean energy-related infrastructure and projects including but not limited to, those related to greenhouse gas reduction or elimination, zero-emission technology, clean heating, energy storage, energy efficiency, renewable energy, and demand-side management.

B. OVERVIEW: Small Business Clean Energy Program ("SBCEP") is a competitive grant financing program providing capital funds for small businesses in Rhode Island, including non-profit, private, and other business-related entities, to make clean energy and/or energy efficiency-related improvements. The overall goal of this RFP is to support the small business community in making clean energy investments to their Rhode Island property. This RFP is focused on soliciting requests for financial and technical assistance, including in the form of grants, loans, and energy audits, to review energy use and inefficiencies to make informed investments in energy-efficient and renewable energy projects.

C. ELIGIBLE APPLICANTS: Any non-profit, private, or other corporate entities in good standing with the Rhode Island Office of the Secretary of State and Division of Taxation that generate no more than $10 million in annual Rhode Island-based gross revenue and which have ownership of the property are eligible for assistance. Receipt of an award under this RFP shall not preclude an applicant from receiving additional financial assistance under a separate Bank program. State and federally recognized MBE/WBE entities are strongly encouraged to apply and should include documentation of their MBE/WBE status.

D. ELIGIBLE PROJECTS:

E. The following categories of Projects, including technical assistance to support a Project, will be considered either alone or in combination:
   • Greenhouse gas reduction or elimination;
   • Zero-emission technology;
   • Clean heating;
   • Energy storage;
• Energy efficiency;
• Renewable energy;
• Demand-side management; or
• Other categories of projects within R.I. Gen. Laws § 46-12.2-4.3 or as otherwise identified by the Bank.

F. APPLICATION DEADLINE: No later than 4:00 p.m., August 30th, 2024. Awards are estimated to be announced in September 2024. The Bank may extend the application deadline in its sole discretion.

G. FUNDING AVAILABILITY: The Bank may, at its discretion, award up to $4,700,000 in SBCEP grants pursuant to this RFP. Each eligible applicant may submit no more than one proposal. Grant awards shall not exceed $500,000 unless applications for eligible projects do not exceed the amount available in the SBCEP. Funding distributions for this program will be made upon execution of a grant agreement between the Bank and the applicant. The Bank reserves the ability to award all or a portion of this amount pursuant to this RFP.

H. PROJECT APPLICATION & SCORING

Applications should include at a minimum the following:

1. Legal name of the applicant and address of the property where the Project will occur;
2. Type of business entity (Corporation, LLC) as recognized by the State of Rhode Island and whether for-profit or non-profit.
3. A narrative describing the entity’s business type and history of operations;
4. For non-profit applicants, proof of non-profit status with the State of Rhode Island or Internal Revenue Service and most recent IRS Form 990;
5. For for-profit applicants, a copy of the most recent federal tax return filed with the Internal Revenue Service;
6. Documentation of MBE/WBE status, if applicable.
7. A project narrative describing the Project and projected benefits to the property/small business;
8. A project budget and timeline, including listing any required federal, state, local approvals or utility approvals/agreements necessary for the project to proceed; and
9. Any assessments, reports, studies or other related information prepared by energy related advisors or utilities regarding the Project.

The Bank may request additional information during its review of the Project applications. In the event Project applications exceed the amount of funding available, Projects will be evaluated based on the criteria including, but not limited to, the following:

Renewable energy Project applications:

a. Energy output of the installed system (kWh)
b. Installed price per watt
c. Green initiatives  
d. Shovel readiness – time to begin and complete Project

Energy Efficiency/Other Project applications:

a. Energy savings and comprehensiveness  
b. Green initiatives  
c. Shovel readiness – time to begin and complete

I. TOTAL ANTICIPATED DURATION OF AGREEMENT(S): The grant agreement period will begin on the date the parties execute the agreement or such other date set forth in the agreement. Funds awarded pursuant to grant agreements issued pursuant to this RFP must be fully expended for costs associated with the approved project on or before June 30, 2026 or as otherwise determined by the Bank. Applicants must establish to the satisfaction of the Bank a realistic project timeline that meets this end date and are encouraged to consider phasing complex projects to ensure on-time delivery.

J. REPORTING: If selected for an award, the Applicant will be required to submit semi-annual progress updates and a final project report which includes a brief project summary communicating lessons learned and project photos. The Applicant will be required to be in communication with a point of contact from the Bank throughout the course of the project. Other deliverables and timelines are project-specific and will be identified at the time of grant agreement and project scoping.

K. INVOICING AND PAYMENTS: Funding distributions for this program will be determined upon execution of the grant agreement.

L. CONTACT INFORMATION:

Greg Miller  
Rhode Island Infrastructure Bank  
275 Promenade Street, Suite 301  
Providence, RI 02908  
gmiller@riib.org
2. Instructions for Application Submission

A. APPLICATION SUBMISSION INSTRUCTIONS: Submit proposals electronically via email to Greg Miller (see Contact Information above) in accordance with the schedule below (see Deadlines and Procurement Calendar).

The Infrastructure Bank is subject to the Access to Public Records Act (“APRA”) (RI General Laws Chapter 38-2). Any documents, materials, maps, statements, or other information submitted to the Infrastructure Bank may be released in accordance with APRA. Please do not submit any information that the Applicant may not wish to disclose publicly, such as home addresses or personal telephone numbers, social security numbers, or other similar information.

3. Deadlines and Procurement Calendar

A. RELEASE OF RFP: July 22, 2024

B. APPLICATION DEADLINE: Applications due no later than 4 p.m., August 30th, 2024. In the event all funds are not awarded pursuant to the RFP, the Bank may extend the application period which will be posted on the Bank’s website at www.riib.org.

C. ESTIMATED AWARD DATE: Selections are estimated to be announced in September 2024 subject to review and approval by the Bank’s Board of Directors.

D. LIST OF ATTACHMENTS:
   A. Letter of Intent
   B. Project Narrative
   C. Drafts or Documentation of Plans, including evidence of ownership of building
   D. Supporting IRS forms
   E. Cost Estimates