



## NorthWestern Energy E+ Renewable Custom Incentive Proposal Requirements For Non-Profit or Government/Public Buildings

The E+ Renewable Energy Program provides custom incentives for projects that benefit organizations and communities for non-profit or government facilities. Projects must provide civic value including education and visible representation of renewable energy technologies to a broad audience. A limited amount of electric Universal System Benefits (USB) funding is available.

### Qualifications and Requirements:

- Incentives are available to approved commercial electric customers that are a non-profit or a government/public building. Final determination of eligibility rests solely with NorthWestern Energy
- Proposals are considered twice a year:
  - Spring Proposals: Received by 5 p.m., Mountain Time on May 1
  - Fall Proposals: Received by 5 p.m., Mountain Time on November 1
- Project must be installed by NorthWestern Energy Renewable Energy Qualified Installer
- Project may not exceed total Alternating Current (AC) nameplate capacity of 50 kilowatts (kW)
- Project must meet NorthWestern's Interconnection Standards at the time of the installation
- Project must be net metered
- Projects that are not selected may submit for consideration in a future funding cycle

### A cover letter and proposal are required. The cover letter must include:

- Organization name (name of non-profit organization or government/public building)
- Contact information (address, phone #, e-mail)
- Short project summary
  - Amount of incentive requested
  - Sector (i.e. government/public or non-profit)
  - Non-profit organizations—include summary of the organization's purpose or mission statement
  - Detailed Education Plan

*A sample cover letter and Custom Incentive Proposal requirements are provided.*

### Projects are selected based upon ranking of the following five criteria:

- Non-Profit or Government/Public building
- Geographic Location – NorthWestern looks at locations of past projects and where there are geographic gaps or need for public purpose balance
- Participant Match (at least 10%)
- Educational Value – Detailed plan for providing education on the benefits of the project
- System Maintenance – Include equipment warranty and detailed future maintenance strategy

Email (preferred) the Proposal and supporting documents:  
[E+Programs@northwestern.com](mailto:E+Programs@northwestern.com)

Questions may be directed to the email above or by calling  
**888-700-6878**

Or mail the Proposal and supporting documents:

NorthWestern Energy  
E+ Renewable Program  
11 E Park St.  
Butte, MT 59701-1711

# NorthWestern Energy E+ Renewable Custom Incentive Proposal Requirements

The Proposal must include the following details, be accompanied with a cover letter, and submitted by the deadline in order to be considered. Contracts will be developed for selected projects in advance of installations. Project must be net metered and meet NorthWestern Interconnection Standards.

Item	What is Required?
1. Organization	Government or non-profit entity name. If non-profit, provide documentation of non-profit status.
2. Project description	Project type, nameplate size, and information such as component manufacturer(s) and mounting type (for solar PV), or component manufacturer(s), design, and tower height (for wind power).
3. Project location	Address of installation (use physical location - not PO box). If multiple buildings exist, give location description (i.e. – shop, main office) and the meter number associated with the interconnection.
4. Project parts list and costs	Include bid sheet (show complete and detailed parts list and costs).
5. Project design costs	If design costs are incurred, list amount and design contractor(s) name and contact information.
6. Project labor costs	Include labor costs, when applicable.
7. Project total costs	Total parts, design, and labor costs (total lines 3 + 4 + 5).
8. Amount of incentive requested	Provide amount and/or percentage of funding requested through the E+ Renewable Program.
9. Other sources of funding	Include other funding sources that will support the project and amount of funding. (i.e. - self funded, Montana Alternative Energy Revolving Loan).
10. Past projects	List and describe any other projects that were funded using USB renewable funding at this location.
11. Nameplate capacity of system	Total Alternating Current (AC) nameplate capacity in kilowatts (kW).
12. Projected system capacity factor	Expected average output divided by capacity.
13. Projected yearly output of system	Provide in annual kilowatt hours (kWh).
14. Projected life expectancy of system	Provide in years.
15. Projected lifetime output of system	Provide in kilowatt hours (kWh).
16. Describe if the system is being used in tandem with any other source of generation or storage.	List other system type (i.e. - gas generator, small wind, small hydro, battery storage).
17. Describe monitoring and verification plan for the project.	What methods will customer use to track kWh produced and how will system performance be determined?
18. Describe the system warranty and plan in place for system maintenance.	Include equipment warranty and detailed future maintenance strategy.
19. Permits and permit jurisdictions that are applicable to this project.	List type of permit and jurisdiction (i.e. Electrical permit, City of Billings).
20. Identify the customer group the project will most benefit.	List primary group (i.e. - residential, low-income, general public, government).
21. List environmental impacts of the project.	List impacts -positive and negative (i.e. - greenhouse gas reductions, visual impacts of installations).
22. NorthWestern Energy Renewable Energy Qualified Installer.	Provide the name of the NorthWestern Energy Renewable Energy Qualified Installer. (If to be competitively bid, please note.)
<b>Education Plan is Required. Plans must include the Following:</b>	
23. Projected costs for educational seminars, media, tours, publications.	Provide type and projected cost.
24. Projected number of people impacted.	Provide both direct and indirect contact statistics.
25. List target audience group(s).	Provide all types (i.e. students, general public, and industry professionals).
26. How will you verify project success?	Provide how contact statistics will be verified - if seminars or education, how will success be verified?

**ANYWHERE MT LIBRARY 123 MAIN STREET ANYWHERE, MT 59700 406-555-5555**

March 1, 2019

NorthWestern Energy E+ Renewable Program  
11 E Park Street  
Butte, MT 59701-1711  
Email: [E+Programs@northwestern.com](mailto:E+Programs@northwestern.com)

Attached is the proposal for the 25.8 kW total Alternating Current (AC) nameplate capacity solar PV system on the Anywhere Library. The total cost of the project is \$86,700.00 for which we are requesting an incentive through Universal System Benefits dollars of \$69,360. We have secured 20% matching funds for the balance of the project funding.

Prior to seeking an E+ Renewable incentive for this project for this Public Building, our library formed a study group to research renewable energy technologies for our library as both a way to reduce energy costs over the long haul and to provide additional education to our clients on renewable energy. We have contacted a contractor listed on the NorthWestern Energy Renewable Energy Qualified Installer list to complete this project.

We have had an energy audit on our building. We are making progress on the recommendations of the audit to reduce our energy costs separate of the installation of the renewable generation. We have already changed out our lights to LEDs and taken advantage of NorthWestern's E+ Commercial Lighting Rebate program to help offset costs.

Our library is a taxpayer-supported community gathering place in Anywhere. The orientation of the solar panels will allow them to be highly visible from Main Street in our community. Additionally, we plan to have information about the solar energy in a display area near our public meeting rooms and we have submitted an education plan as part of our application to reach the broad audience of clients who use the library and its services. Additional details of our education plan is provided in our proposal. We believe this project will benefit the library and provide the community with a better understanding of renewable energy.

Complete project details are provided in the proposal.

Please contact me Jane Doe, at 406-555-5555, [jane.doe@anywherelibrary.com](mailto:jane.doe@anywherelibrary.com) or at the Anywhere Library with any questions.

Thank you very much for your consideration of this proposal.

Sincerely,

Jane Doe  
Anywhere Library Director