



# COMMONWEALTH WIND INCENTIVE PROGRAM: COMMERCIAL WIND

WIND RESOURCE ASSESSMENT GRANTS

Background, Guidelines, Application Forms and Instructions

Solicitation No. 2012-CWIPCW-01

Revised December 9, 2011



The Massachusetts Clean Energy Center (“MassCEC”) is pleased to accept applications for Commercial Wind Project Wind Resource Assessment Grants under the Commonwealth Wind Incentive Program. The Commercial Wind Program aims to reduce early stage risk in the development of commercial scale wind projects in the state. Projects seeking assistance under the Commercial Wind Program must have all of the following characteristics:

- have a minimum project capacity of greater than 2.0 MW,
- have the potential to host at least three turbines at the site,
- be non-public projects, and
- plan to serve the wholesale power market or offset wholesale power purchases.

Projects with any of the following characteristics should instead apply for the Community-Scale Program:

- projects eligible for net metering,
- projects serving a substantial on-site load,
- public entity wind projects,
- projects with one or two turbines,
- projects in qualifying MLPs that would otherwise be eligible for net metering, or
- projects owned or operated by qualifying MLPs.

If you are unclear about which program your project would fall under, please contact the Commonwealth Wind team at 617-315-9355.

Applicants for the Wind Resource Assessment Grant must demonstrate site control for the proposed wind monitoring site as well as sufficient acreage at the proposed project site for a project with three or more turbines.

The goal of the Wind Resource Assessment Grant is to provide financial assistance for commercial wind developers to measure and analyze the wind resource at potential commercial wind project sites. For approved applications, MassCEC will award a grant to lease wind monitoring equipment for a period of 12 months to monitor the wind resource at the site and to analyze the data that is collected. This grant can ONLY be applied towards a lease. Grant dollars cannot be used towards the purchase of equipment.

Applicants may apply for grants of up to \$30,000 with a grantee cost share of at least 25% of total project costs. The actual grant amount will depend on the project costs and length of proposed wind monitoring. Applicants are encouraged to request less than the maximum grant.

MassCEC requires that a site assessment be completed for all projects seeking a Wind Resource Assessment Grant, however the site assessment does NOT have to be performed with funding from MassCEC. Project proponents may choose to fund their own site assessment. Regardless, Applicants must submit either the Site Assessment Report Outline (Attachment B) or a full site assessment report that contains the information outlined in Attachment B.

This Wind Resource Assessment Grant is available to project developers or landowners. **Applications will be accepted on a rolling basis** and may be subject to a competitive review.

Please note that MassCEC will not reimburse any costs or expenses incurred prior to the execution of an Agreement between MassCEC and the Applicant.



The Wind Resource Assessment Grant documents include:

- 1) Application Instructions/Solicitation
- 2) Attachment A – Wind Resource Assessment Grant Application
- 3) Attachment B – Site Assessment Report Outline
- 4) Attachment C – Notice of Confidential Information Cover Letter
- 5) Attachment D – General Terms & Conditions
- 6) Attachment E – Task Order Grant Agreement and Deliverables Requirements
- 7) Attachment F – Wind Resource Assessment Final Report Outline

## Eligibility Requirements

Applicants must meet **all** of the following requirements in order to be eligible:

- An Applicant must be (a) a legally registered corporation, limited liability company, partnership or other business organization (for-profit or not-for-profit), or (b) a landowner who would like to understand the wind development potential of his/her property.
- The project must have a capacity greater than 2.0 MW, be intended to sell power to the wholesale energy market or offset wholesale power purchases, be non-public, and must be able to host three or more turbines. Proposed projects must have sufficient acreage to be able to meet these criteria.
- The Applicant must have site control for the wind monitoring site as well as for parcels of the proposed project site (if different from wind monitoring site). Applicants are not required to have all parcels under site control, but will need to have sufficient acreage under control that meets the number of turbines requirement above. Applicants must demonstrate site control through a deed, an option to purchase agreement, a lease agreement, an option to lease agreement, or an easement agreement. The site control document must provide the Applicant with access to the site for the purpose of installing the wind monitoring equipment. The site control must be for a term long enough to allow the project to reach construction and operations if it is deemed feasible. A sample lease agreement is available online at: [http://www.powernaturally.org/Programs/Wind/toolkit/14b\\_windenergyleaseagreement.pdf](http://www.powernaturally.org/Programs/Wind/toolkit/14b_windenergyleaseagreement.pdf)
- The Applicant's proposed wind project must serve the ISO-NE (ISO-New England) wholesale electricity market, a municipal light plant system, or have an on-site load that does not qualify for net metering. For a listing of member municipal utilities, please go to: <http://www.masscec.com/index.cfm/page/Municipal-Lighting-Plant-Communities/cdid/11387/pid/11163>.
- A minimum Applicant cost share of 25% of the project budget is required.
- Applications per entity will be limited to three per fiscal year. MassCEC's fiscal year runs from July 1 through June 30.
- **Applicants must agree to MassCEC's General Terms and Conditions. Changes to the General Terms and Conditions (Attachment D) are not allowed. An executed copy of the General Terms and Conditions must be submitted with Application package.**
- Sites to be surveyed must have an estimated wind speed of greater than 6.0 m/s (13.5 mph) at a 70 meter height based on the Commonwealth Wind Energy Siting Tool (CWEST): <http://cwest.cadmusweb.com/>.
- Applicants must submit a Site Assessment Report (as described in Attachment B) that demonstrates that no fatal flaws have been identified at the site assessment stage.
- The wind monitoring location must be within one mile of the proposed project site.
- The wind monitoring projects must use meteorological towers and must monitor for a period of at least 12 months.

If you have any questions or would like assistance in filling out an application, please contact MassCEC at [commercialwind@masscec.com](mailto:commercialwind@masscec.com).

## **Selection Criteria**

Applications will be selected using the criteria below as they would apply to the relevant stage of the project. These criteria will be used to identify proposed projects that:

- 1) are in line with MassCEC goals;
- 2) demonstrate a relatively high probability of success; and
- 3) reflect a high-quality project.

MassCEC's staff will evaluate key project components using each criterion and, in addition, evaluate the whole project by looking at how well these components fit together. To illustrate, MassCEC will consider such questions as: Is the proposed project of an appropriate scale for the site? Does the proposed project appear to have a viable permitting path? MassCEC reserves the right to only consider applications that, in its sole judgment, meet the minimum threshold requirements.

MassCEC staff may contact the Applicant to request supplemental information prior to formal review. MassCEC may also request an interview with qualified Applicants. MassCEC staff will review the applications, and will present their recommendations for funding to the MassCEC Chief Executive Officer. In some cases, a panel of external reviewers may also be consulted for recommendations or specific questions.

MassCEC reserves the right to make no awards, to award less than the Applicant requests, and/or to award less than the maximum amount of funds potentially available through this Solicitation.

MassCEC's evaluation of applications focuses on the following topics:

### Team Commitment and Qualifications

- Relative commitment of Applicant and Applicant's understanding of steps in project development process. Related criteria including the Applicant's impetus and expectations for the project.
- If applicable, the commitment of other key players, such as site property owners.
- Public outreach performed to date and public outreach plans for the future.

### Project Technical Characteristics

- Suitability of site for proposed wind development.
- Likelihood of proposed project technical and economic feasibility.
- Quality of project and extent of identified and unidentified risks.
- Probability of successful development.

### Project Ratepayer Cost Benefit

- Potential cost benefit of grant dollars per watt.
- Potential cost benefit of grant dollars per kilowatt hour generated over the life of the project.

### Scope of Work and Schedule

- Understanding of deliverables.
- Clarity and reasonableness of work plan (realistic goals & schedule).
- Reasonableness of the budget relative to the activities.
- Cost share relative to similar projects.

**Application Review Process**

MassCEC will follow the process below in reviewing applications:

- 1) MassCEC will review applications on a first-come, first-served basis to determine whether they are complete and meet eligibility criteria. Complete, eligible applications will be placed in a queue in the order received. Submission of a complete application does not ensure that a Wind Resource Assessment Grant will be awarded. MassCEC may request any missing information from the Applicant and will not continue the review process until the application is complete.
- 2) MassCEC will evaluate the application based on the criteria listed in the previous section. This process should take approximately four weeks after the application is deemed complete.
- 3) If a decision is made to award a Wind Resource Assessment Grant, the Applicant will be notified and will be tendered with an executable version of the Task Order (Attachment E) for the Applicant to sign and return. The Applicant is required to sign and return the agreement or the award will be rescinded. Any concerns regarding the Task Order language should be identified prior to execution of the agreement.
- 4) If a decision is made NOT to award, MassCEC will schedule a conference call with the Applicant to discuss the reasons why the application was rejected.

**Milestone and Payment Schedule**

Once MassCEC has received an executed copy of the Wind Resource Assessment Grant Agreement, a kick-off conference call will be scheduled to discuss the project. The following milestone and payment schedule will apply. Contents for the Final Wind Resource Report are found in Attachment F to this Solicitation.

Schedule	Milestones	Cumulative Payments
4 Months from Effective Date	Met Tower Installation – Erection report must be provided	Up to \$20,000
18 Months from Effective Date	1) Final Wind Resource Assessment Report 2) Raw Wind Monitoring Data for the entire 12 month wind measurement period	Up to \$30,000

NOTE: The Effective Date is fixed in the Task Order.

### **Submitting the Application**

- Submit one (1) hard copy and one (1) electronic copy of all of the following required documentation:
  - Attachment A: Wind Resource Assessment Grant Application
  - Attachment B: Site Assessment Report
  - Attachment C: Notice of Confidential Information Cover Letter (if applicable for the wind resource monitoring raw data and/or reports, when completed)
  - Attachment D: An executed General Terms and Conditions
- **If you will be submitting confidential information *as part of this application*, please complete and attach the cover letter found in Attachment C to any documents that you would like to protect from public disclosure and label each page of such documents “CONFIDENTIAL”.**
- **Please indicate on the Application form whether you request confidential treatment for the completed Wind Resource Assessment Reports and data. If this option is selected, MassCEC will refrain from publishing or distributing the Wind Resource Assessment Reports and data, in accordance with our confidential information policy, for three (3) years from the date of the completion of the final Wind Resource Assessment Report.**
- Mail one (1) hard copy and one (1) electronic copy of the Wind Resource Assessment Grant application and all supporting documentation to MassCEC:

Commercial Wind  
Massachusetts Clean Energy Center  
55 Summer Street, 9<sup>th</sup> Floor  
Boston, MA 02110  
[commercialwind@masscec.com](mailto:commercialwind@masscec.com)

### **Disclaimer**

MassCEC will make Wind Resource Assessment Grants available to eligible Applicants on a first-come, first-served basis, subject to the receipt by MassCEC of a complete and conforming application that is within the approved MassCEC budget. MassCEC reserves the right to award the full amount requested, award a portion of the amount requested, or not to award at all. MassCEC may withdraw this Solicitation at any time.