Thank you for your interest in the Progress Energy Florida (PEF) SunSense schools program. This program is designed to assist public K-12 and post secondary public schools in better managing energy costs while promoting energy education.

This program will provide each participating school with a new photovoltaic (PV) system at no cost to the school. **The schools selected to participate in the program will be chosen based on their responses to this application.**

To ensure continuity through the application and implementation process, this application should be completed and submitted by the individual who will serve as the main point of contact for the school and as the “solar program coordinator” if the school is selected to participate in the program.

**Eligibility**

To be eligible to receive a PV system through the SunSense schools program, schools must meet these basic criteria:

* Be a current Progress Energy Florida customer with a metered account
* Have an appropriate site available at the school for a ground-mounted, interconnected PV system

In addition, K-12 schools must be public institutions with priority given to those that are designated as Enhanced Hurricane Protection Area (EHPA) shelters.

**Selection Criteria**

Applications will be evaluated and scores awarded using the following key categories:

Elementary through High Schools (K-12)

40% – Commitment to energy-efficiency and renewable energy education

20% – Location that maximizes geographic distribution throughout PEF service territory

20% – Number of students

20% – Shelter capacity

Post-Secondary Schools (Colleges, universities, trade schools)

Post secondary schools will be selected based on criteria such as attendance, energy consumption on main campus and plans to use the solar array as an educational and research tool.

**Application Process**

The application process will consist of four phases, through which the most qualified schools will be selected to receive a PV system. The schedule is as follows:

|  |  |  |
| --- | --- | --- |
| **PHASE** | **DESCRIPTION** | **2012 SCHEDULE \*** |
| APPLICATION | Applications are available online | January 17 |
| PHASE 1 | All candidate schools submit Sections 1-6 | March 20 |
| PHASE 2 | Top candidate schools announced | April 10 |
| Top candidate schools submit Site Assessment, Section 7 | May 10 |
| PHASE 3 | Finalist schools selected for Progress Energy on-site inspection | May 24 |
| Finalist schools receive on-site inspection | June 28 |
| PHASE 4 | Final post secondary and 10 public schools announced | July 2012 |
| PV systems installed by Progress Energy | Summer and fall, 2012 |

**\*** PEF reserves the right to extend these dates if deemed necessary.

**Instructions**

1. Skim the entire application to see what information is needed.
2. Gather the necessary information.
3. Review your selections and answers. (Fields with a **\*** must be completed before submitting.)
4. Print your application and keep a copy for your records.
5. Submit the PHASE 1 application to PEF by March 20, 2012 by e-mailing Sections 1-6 (scanned or electronic) to SunSenseSchools@pgnmail.com and list your school name in the subject line.
6. When your application is received, you will receive a confirmation e-mail to the address provided in the “From” field. If you do not receive a confirmation e-mail within 24 hours, please contact us.
7. If selected as a top candidate school, you will be notified by April 10, 2012 and given until May 10 to complete Section 7, the Site Assessment.
8. Finalist schools will be notified on May 24 and an on-site evaluation will be conducted by PEF.
9. Winning schools will be notified in July and systems will be installed during the summer and fall of 2012.

**If you have a question about any part of this application, please email us at** SunSenseSchools@pgnmail.com **and list your school name in the subject line.**

**Part 1 – School’s “Solar Program Coordinator” Contact Information**

|  |  |
| --- | --- |
| **\*** Name:Click here to enter text.**\*** PhoneClick here to enter text. | **\*** E-mail:Click here to enter text.**\*** AddressClick here to enter text. |

**Part 2 – About Your School**

|  |  |
| --- | --- |
| **\*** Name of School/College:Click here to enter text. | **\*** School’s Progress Energy Account NumberClick here to enter text. |
| **\*** Street Address:Click here to enter text. | **\*** School’s Meter Number for the meter that will support the solar array:Click here to enter text. |
| **\*** Address Line 2:Click here to enter text. | **\*** Number of students enrolled at the school/college:Click here to enter text. |
| **\*** City:Click here to enter text. | **\*** Is your school a designated EHPA shelter?Click here to enter text. |
| **\*** County:Click here to enter text. | **\*** What is the age of the EHPA shelter?Click here to enter text. |
| **\*** State:Click here to enter text. | Which campus/building is the shelter?Click here to enter text.  |
| **\*** Zip:Click here to enter text. | **\*** Capacity of your shelter:Click here to enter text. |
| **\*** Principal’s/College President’s Name: Click here to enter text. | **\*** Population of your county:Click here to enter text. |

|  |  |
| --- | --- |
| **\*** Does your school have a backup generator? And if so, what is its size and location?Click here to enter text.**\*** Does your school/college have staff that has been trained or can be trained to maintain your system?Click here to enter text. | **\*** Does your school have an existing solar energy system? And if so, what is its size and location? Click here to enter text.**\*** Does your campus have an always-on Internet connection? Click here to enter text. |

**Part 3 – Additional School Contacts**

|  |  |
| --- | --- |
| District Facilities Manager’s Name | Click here to enter text. |
| Phone | Click here to enter text. |
| E-mail | Click here to enter text. |
| Address | Click here to enter text. |

|  |  |
| --- | --- |
| **\*** School/College Facilities Manager’s Name | Click here to enter text. |
| **\*** Phone | Click here to enter text. |
| **\*** E-mail | Click here to enter text. |
| **\*** Address | Click here to enter text. |

|  |  |
| --- | --- |
| District IT Manager’s Name | Click here to enter text. |
| Phone | Click here to enter text. |
| E-mail | Click here to enter text. |
| Address | Click here to enter text. |

|  |  |
| --- | --- |
| **\*** School/College IT Manager’s Name | Click here to enter text. |
| **\*** Phone | Click here to enter text. |
| **\*** E-mail | Click here to enter text. |
| **\*** Address | Click here to enter text. |
|  |  |
| District Science Coordinator’s Name | Click here to enter text. |
| Phone | Click here to enter text. |
| E-mail | Click here to enter text. |
| Address | Click here to enter text. |

Contact information is required for two (2) teachers for each school

|  |  |
| --- | --- |
| \* First Teacher’s Name | Click here to enter text. |
| Phone | Click here to enter text. |
| E-mail | Click here to enter text. |
| Address | Click here to enter text. |

|  |  |
| --- | --- |
| \* Second Teacher’s Name | Click here to enter text. |
| Phone | Click here to enter text. |
| E-mail | Click here to enter text. |
| Address | Click here to enter text. |

**Part 4 – About the Project**

|  |  |
| --- | --- |
| **\*** Do you have written approval from your school board or equivalent governing authority for this project?  Click here to enter text. |  |
| **\*** Describe the location where the proposed system will be sited. (e.g. Will it be located in an area that has unshaded southern exposure? Will the site be visible to the students and local community? What is the distance from the proposed solar site to the nearest mechanical room?) You do not need to conduct a full site assessment at this time, but you can refer to Section 7 for description guidelines.Click here to enter text. |  |
| *NOTE: If you have any additional materials (photos and/or letters of support) they may be included as supporting electronic (please scan) supplements to your Phase I Application.*  |  |

**Part 5 – School Program**

**\*** Does your school/college currently teach about renewable energy as part of the existing core curriculum or actively use any energy-efficiency measures? If so, please describe:

Click here to enter text.

**\*** Please summarize (in 1000 characters or less) how you plan to incorporate solar energy into your current educational activities using examples and the estimated number of students that will benefit. How will your school involve students, faculty and staff and promote the solar array installation within the community? Include any energy, environmental and renewable energy vocational programs currently in place at your school. Please be specific.

Click here to enter text.

**\*** As the school’s “solar program coordinator” how will you promote the benefits of this program within your school? Describe your ability to work with the administration, facilities personnel, students, teachers and the community at large.

Click here to enter text.

**\*** Describe how the school’s facilities staff will maintain the solar hardware over time. Note that Progress Energy will provide school facilities personnel with training and an owner’s manual for the PV system. The system will have a five year warranty.

Click here to enter text.

**Part 6 – School Description**

**\*** If your school is selected, you may have a section on the Progress Energy SunSense Schools website dedicated to your school and the data from your photovoltaic system. This information will be publically available. In 300 characters or less, please provide an interesting description of your school, student body, or programs.

Click here to enter text.

**Part 7 – Solar Site Selection Assessment**

**Solar Site Selection Assessment**

If your school is selected as a top candidate the Solar Site Assessment must be completed by May 10, 2012. Please use the following guidelines in selecting a site you would propose for the solar installation. Once a site has been selected using the guidelines below, please take photographs and submit them with your SunSense Part 7 Solar Site Assessment.

1. Is there adequate open space (at least 60’ x 60’) in the yard area adjoining that portion of the school where the electric service resides?
2. Is that open space where the solar panels would be located within 50-100 feet of the building?
3. Is the building located to the **north** of the yard space? (If it is, then the solar panels could be placed quite close to the building. This is the most ideal situation.)
4. Does the yard space where the solar panels would be mounted have an open view to the **south,** which is not obstructed or shadowed by nearby trees or buildings? If there is a tree-line to the south, it should be at least 500 feet from the solar panel site. (This assumes that the tree-line contains medium-size trees of 30 feet or so in height. If the tree-line is made up of taller trees, the tree-line needs to be 800-1,000 feet from the solar panel site.)
5. Does the yard space where the solar panels would be mounted have good drainage (not subject to flooding)?
6. Stand beside that portion of the building where the electric service resides and take a photo of the prospective solar panel site. Use a compass to determine which direction the photo is aimed toward. Ideally, this photo will be looking to the **south**. Submit that photo with your SunSense Solar Site Assessment.
7. If the prospective solar panel site is somewhat removed from the building, walk out to stand on the site and take two photos to submit with your SunSense schools program application:
* Photo from the solar site looking to the **south** (again, use compass to determine direction)
* Photo from the solar site looking back to the building. Please indicate which direction this photo is looking.
1. Please specify the distance (in linear feet) from the AC distribution panel to the solar array.

**If you have questions about these guidelines, please send an email to** **SunSenseSchools@pgnmail.com** **and list your school name in the subject line.**

**SunSense® Schools – Post Secondary School Application**

**This page is required to be completed by Post Secondary Applicants ONLY**

*The System Design and Site Assessment Questionnaire:*

1. Detailed System Scope:
	1. Photovoltaic System Size (kW), estimated energy production (kWh)
	2. Panel Type, number and mounting details
	3. Inverter Type, number and locations
	4. Monitoring Equipment
	5. Equipment / hardware; installation; and system cost
2. Site Assessment:
	1. Physical location with map identifying
	2. Building name (if applicable)
	3. Engineering details
	4. Graphic rendering
	5. Confirmation of Executive project approval
3. Detailed time-line starting with the potential award on July 1st:
	1. Procurement
	2. Site preparation
	3. Installation
	4. System Commissioning
4. How will the system achieve the following objectives:
	1. Visibility – placement and renderings of cobranded signage
	2. Dashboard design for communicating project overview, energy production, and system performance:
		1. on campus - dashboard rendering and co branding of kiosk(s)
		2. external media outlets (access by Progress Energy and local community)
5. Systems operation and maintenance:
	1. Department with operational authority
	2. Overview of the PV array warranties
	3. Maintenance schedule
	4. Interconnection to Progress Energy’s grid

**Please note, the successful Post Secondary applicant must install, commission, interconnect to PE’s Grid and invoice Progress Energy by November 30th, 2012.**

Return your response, post marked no later than May 10th, 2012 to:

Progress Energy

4359 SE Maricamp Rd

Ocala, FL 34480

Attn: Joseph Pietrzak OC-23