

Energy Assistance and Solar Savings Initiative

2025 Application Form



Program Overview

Energy use in buildings represented nearly two-thirds of South Bend’s greenhouse gas (GHG) emissions in 2019.

Our City’s Climate Action Plan calls for expanding energy audits for buildings and increasing local incentives for energy efficiency. The City’s Office of Sustainability, the mission-driven lender IFF, and CDFI Friendly South Bend launched the Energy Assistance and Solar Savings Initiative (EASSI) in 2022 in response to this call.

EASSI has historically helped nonprofits access solar energy and improve their energy efficiency through subsidized energy assessments, City-sponsored grants, and low-interest loans from IFF. For 2025, we are opening the program to local businesses to receive an energy assessment and grant funding. For-profit entities will not be able to

receive lending from IFF but can use traditional lending sources if needed in addition to the grant. CDFI Friendly South Bend, can assist participants in exploring financial options.

New EASSI Applicants

How it works for new applicants:

1. Your organization completes this application form. If you are a business you have two options. Apply for a solar matching grant, which will require submitting a quote(s) OR join the traditional EASSI program, which provides an on-site energy assessment and is described below.
2. If approved for the program, your organization will receive an energy assessment (conducted by IFF and fully subsidized by the City).
3. The City and IFF will review the assessment with you and support you in choosing efficiency projects to pursue.
4. Once you select the projects, you will submit a grant application. Non-profit organizations may also apply for lending through IFF if additional resources are needed. CDFI Friendly South Bend can also provide support in addressing finance gaps.

Possible improvements supported through EASSI include:

- Solar panel installation
- Geothermal installation
- HVAC replacement
- ENERGY STAR® appliance upgrades (refrigerators, washers, dryers, etc.)
- Lighting upgrades
- Water heater upgrade
- Air/duct sealing
- Insulation/weatherization
- Window replacement

The following 5 core criteria are used to evaluate and select organizations for EASSI:

- Alignment with the program's mission
- Demonstrated need and project readiness

- Diversity in the type of organization and its services
- Diversity in its geographic location and the residents it serves
- Location in an underserved/underinvested/high vulnerability area

For more application tips, please visit: <https://southbendin.gov/eassi/#application-tips>

For a list of all questions asked in this application, please visit: <https://southbendin.gov/wp-content/uploads/2025/01/EASSI-4.0-Application.pdf>

Returning EASSI Applicants

The program will also accept applications from organizations that received an EASSI grant in the first and second year of the program. Returning organizations should propose an eligible project (or multiple projects) and submit quotes through this application form. Returning organizations will not receive another energy assessment.

The following 5 core criteria are used to evaluate and select returning organizations for EASSI:

- Project readiness
- Alignment with EASSI's mission
- Potential to reduce energy consumption and emissions
- First come first serve basis
- Available funding

Funds are limited for returning organizations. This is a competitive grant opportunity. The more information you provide, the better position you are in to receive the EASSI grant.

Applications will be accepted until February 24th, 2025. We encourage those who are interested in the program to submit an application as soon as possible.

Contact Information

- For more information about qualified solar and energy efficiency projects, contact sustainability@southbendin.gov or (574) 245-6050.
- For more information about eligibility, requirements, and IFF financing, contact Ian Loera at iloera@iff.org or (317) 812-0549.

Important Dates

- EASSI applications for new and returning applicants will be accepted up to **February 24, 2025**.
- Acceptance into the EASSI program will be announced no later than **March 3, 2025**.
- Please mark your calendar for EASSI orientation on **March 10, 2025, 10am-12pm** in the event that you are accepted into the program. This orientation is required for **all new** EASSI participants who want to receive an energy assessment; returning organizations that are accepted into the program do not need to attend this orientation. More details will be provided.

Contact Information

Contact Information

Organization Name

Mailing address

Primary Contact Name and Role

This will be the point person for this program when it comes to communicating with the City of South Bend, IFF, and CDFI Friendly South Bend about the program, scheduling the energy assessment, and reviewing the assessment.

Primary Contact Phone Number

Primary Contact Email Address

Secondary Contact Name and Role

Secondary Contact Phone Number

Secondary Contact Email Address

Discovery and Buy-in

How did you hear about this program? Select all that apply.

- Press Conference
- Press Release
- TV News Outlet
- Internet News Outlet
- Social Media
- EASSI Webpage
- Other

Does the leadership in your organization know that you are applying to this program? We highly encourage that your organization's leadership is supportive of applying to the EASSI program.

- Yes
- No (We will request leadership buy-in before applying)

Identification and Application Form

Please select from the choices below that apply to you.

- I am a business
- I am a nonprofit

Please select from the choices below that apply to you.

Please note: Businesses have **two** options:

1. Apply for a matching solar grant
2. Join the traditional route of EASSI

In the traditional route of EASSI, you are part of a cohort of organizations. You will first receive an on-site energy assessment that prioritizes and identifies energy saving opportunities. Once the EASSI team reviews the on-site energy assessment with you, you can then proceed to pursue a project(s).

- I am a business solely interested in a matching grant to support a solar project (requires a submission of a solar quote(s))
- I am an business that is seeking to participate in all of EASSI's offerings (requires an on-site energy assessment before pursuing a project(s))

Please select from the choices below that apply to you.

- I am an organization that is seeking to participate in EASSI for the first time (if you applied before but were not selected, this counts as the first time).
- I am a returning organization that has already participated in EASSI, has received an EASSI grant for a completed project, and is seeking an additional EASSI grant to complete another project in 2025.

Eligibility Information

What type of organization are you? Select all that apply.

- Nonprofit
- Library
- School or Early Childhood Center
- Grocery Store
- Medical Facility
- Faith-based organization
- Food Related organization
- Personal care organization (laundromat, salon, pharmacy)
- Banking/Financial Services
- Consulting
- Other Nonprofit
- Other Business

How many years has your organization been in operation?

How many facilities does your organization operate?

Who (if anyone) in your organization is dedicated to facilities management? Please provide their contact information.

Which address(es) are you interested in receiving an energy assessment for, and doing either a solar or an energy efficiency project at?

What is the age of the facility(ies)?

What is the square footage of the facility(ies)?

Is/(are) your facility(ies) located in a historic district? If you are unsure, use the following historic preservation

map:<https://southbend.maps.arcgis.com/apps/webappviewer/index.html?id=ff989c7c12fd4eb78a1807b70272066c>

- Yes
- No

Do you own or lease the property?

- Own
- Lease

What is the name of the property owner?

What is the property owner's address?

What is the property owner's phone number?

What is the property owner's email address?

How long is your lease term?

Do you plan to renew your lease?

Yes

No

Do you anticipate leasing your space for at least another year?

Yes

No

Did the property owner grant permission for this project?

- Yes
- No (We require property owner's permission before applying)

Energy Information

Do you have an [ENERGY STAR Portfolio Manager](#) account?

- Yes
- No

Has your organization ever participated in Indiana Michigan Power's or NIPSCO's energy efficiency rebate programs?

- Yes
- No

If applicable, which utility rebates did you receive?

Please provide details regarding the heating and cooling of your building, and the heating of your building's water.

	Please state what kind of system(s) is(/are) used at your facility (For example: furnace, boiler)	Please state the fuel type that is used (For example: natural gas, propane, electric).	Please also state if the system(s) uses a heat pump.
Heating	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cooling	<input type="text"/>	<input type="text"/>	<input type="text"/>
Water heating	<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Information

Based on your current knowledge of your facility (pre-energy assessment), what type of project(s) is your organization interested in funding through this grant program? Select all that apply.

- Solar panel installation
- Geothermal installation
- HVAC replacement
- ENERGY STAR appliance upgrades (refrigerators, washers, dryers, etc.)
- Lighting upgrades
- Water heater upgrade
- Air/duct sealing
- Insulation/weatherization
- Window replacement
- Other

Do you have a deadline for this project? If so, please explain.

Alignment with EASSI & Level of Commitment

An important aspect of this program is your organization's commitment to a serious investment in energy efficiency and renewable energy.

Does your organization have the resources to spend at least \$5,000 for energy efficiency and/or solar projects?

Please note the energy assessment that is provided to EASSI participants has a value of \$4,000.00. If an EASSI participant should fail to complete a project as being part of the EASSI program, the EASSI participant shall repay the value of the assessment to the City of

South Bend within 30 days of the City receiving notice that EASSI participant does not intend to continue in the EASSI program. If said repayment is not received within 30 days, the City will have the right to collect this payment through any legal and/or equitable means available.

- Yes
- No

What is your potential budget for an EASSI project? Please explain how your budget was determined.

Please upload any supporting documentation that explains your budget for EASSI (for example: financial reports, cash flows, budgeted line items for facility improvements).

This program requires cooperation with the City of South Bend and its partners, IFF and CDFI Friendly South Bend. This level of cooperation will require ongoing communications before the energy assessment, during project installation, and after project installation.

If selected, is your organization able to devote 8 hours in the first month of participating in this program?

If not, how many hours is your organization able to devote?

- Yes
- No (Please enter the number of hours you are able to devote in the space provided)

Alignment with EASSI & Level of Commitment

EASSI's mission is to:

- Make community organizations more resilient so they re-invest more resources to serving residents
- Reduce building emissions and energy bills
- Increase environmental awareness on energy efficiency and renewable energy

Please elaborate on how your organization aligns with EASSI's mission. Provide three examples.

If selected, how is your organization planning to build upon or add a new component to environmental awareness?

Please tell us about your core services to the community.

Does your organization focus on serving certain geographic areas of South Bend? If so, what areas/neighborhoods/streets do you provide service to? Please state the boundaries of your service operations.

Does your organization serve a certain demographic (For example: women, children, immigrants, homeless) within the community? If so, please elaborate.

Please note: for businesses, please elaborate on how your organization provides greater impacts and services to the broader community

Submitting Building-Specific Data

NOTE: As part of the intake form, you **must** also upload:

- W-9 Form
- Utility bills (gas and electric) for the previous 12-24 months
- Any previously performed facility assessments, even from many years ago
- Previously performed energy audits
- A floor plan or historic plan
 - Even just a snapshot of the Emergency Exit plan that is commonly hung in the building
- Documents on any recent renovations or mechanical system changes
- Any green initiatives you have started to implement already

If you have trouble uploading the documents, please email them to sustainability@southbendin.gov with the subject line "EASSI 2025 Intake Form Building Data"

Please upload your W-9 Form. Here is a link for a copy of the form: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Please upload your electric utility bills for the previous 12-24 months.

A bill is sufficient as long as it shows the tariff you are charged, overall energy use, and cost of each bill for the last 12-24 months.

Please upload your gas utility bills for the previous 12-24 months.

A bill is sufficient as long as it shows the tariff you are charged, overall energy use, and cost of each bill for the last 12-24 months. If you do not have a gas account with NIPSCO, please upload a blank document.

Please upload an energy audit if it was completed in the last five years.

Please upload a floor plan or historic plan.

- Even just a snapshot of the Emergency Exit plan that is commonly hung in the building

Please upload documents on any recent renovations or mechanical system changes.

Please upload any green initiatives you have started to implement already.

Please upload any previously performed facility assessments, even from many years ago.

You have arrived to the last question! Thank you for your patience. Please select "Yes" to confirm that you are ready to submit your application.

Yes

For returning EASSI organizations

Please share your EASSI project idea(s) and submit quotes.

Projects will be approved based on the following criteria:

- Project readiness
- Alignment with EASSI's mission
- Potential to reduce energy consumption and emissions
- First-come, first-served basis
- Available funding

Funds are limited for returning organizations. The more information that you can provide, the better position you will be in to receive the EASSI grant.

Based on the EASSI energy assessment report that you received previously, and your organization's sustainability goals, please state your project idea(s).

What is your total budget for this project(s)?

Please note that for returning EASSI organizations, the minimum project cost is \$10,000.

If you are accepted into the program, what is the anticipated timeframe for completing this project?

Is there anything else you would like to share with us?

Please upload a quote for your proposed project(s).

Please upload a second quote for your proposed project(s).

Please upload a third quote for your proposed project(s).

For EASSI Businesses Solely Interested in Solar

Please share your EASSI solar project idea(s) and submit quotes.

Projects will be approved based on the following criteria:

- Project readiness
- Alignment with EASSI's mission
- Potential to reduce energy consumption and emissions
- First-come, first-served basis

- Available funding

Funds are limited. The more information that you can provide, the better position you will be in to receive the EASSI grant.

We highly recommend submitting 3 quotes to allow you to compare and contrast options. A list of solar installers can be found [here](#). Please note that this list is not an endorsement of any installer by the City.

Please also note, once the City receives your application, the City will provide feedback and you will have an opportunity to adjust the quote you would like to pursue.

What is your total budget for this project(s)?

Please note, the minimum project cost is \$5,000.

If you are accepted into the program, what is the anticipated timeframe for completing this project?

Is there anything else you would like to share with us?

Please upload a quote for your proposed project(s).

Please upload a second quote for your proposed project(s).

Please upload a third quote for your proposed project(s).

Powered by Qualtrics

