



Program Guide for Solar Electric Allies

Developed by Energy Trust of Oregon

V 7.1

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Revisions

Energy Trust updates this Program Guide periodically. Revisions from the previous version are summarized in the table, below.

Version 7 July, 2014 Revisions

Section	Revision
All	Corrected formatting, clarified language
Part 1	Added information on Solar Ready for New Homes and Solar Ready for New Buildings Added information on Preliminary incentive reservations Added information on Customer and Site incentive caps
Part 2	Revised active project limit as a probationary period of 10 projects for new trade allies Revised non-residential project limit to 20 total per trade ally (15 PGE, 5 Pacific Power) Clarified PowerClerk requirements, definitions, language Clarified Self-Verification process, eligibility, and maintaining Self-Verification status
Part 3	Revised information for Design Allies Added, revised, and formatted content for Preliminary Incentive Reservations—New Buildings and subsequent sections
Appendix A	Formatted and updated forms numbers
Appendix B	Added Appendix B: Preliminary Incentive Reservations for Existing Public Buildings, informed on process and requirements

Version 7.1 July, 2014 Revisions

Section	Revision
All	Fixed glitches in formatting and corrected version date

Part 1. General Guide for all Solar Electric Allies

1.1 Introduction

1.1.1 Purpose of the Program Guide

This Program Guide provides an overview of Energy Trust's Solar Electric Program (also referred to as the "Program") requirements, processes, and procedures. In this Program Guide, the term "trade ally" means an approved Solar Electric Program trade ally installer; the term "design ally" means an approved Solar Electric Program design ally, usually an engineer, architect or designer. Solar Electric trade allies and design allies are collectively referred to as Solar Electric Allies.

All approved Solar Electric Allies are required to read and understand the entire Program Guide and follow the applicable portions as a condition of their agreement with Energy Trust. **Part 1** of the Guide applies to all Solar Electric Allies, **Part 2** applies to trade allies, and **Part 3** applies to design allies.

For information on becoming a Solar Electric trade or design ally, go to the [ally pages on the Energy Trust website \(http://energytrust.org/trade-ally\)](http://energytrust.org/trade-ally).

1.1.2 Revisions to the Program Guide

This Program Guide undergoes occasional revisions as requirements, procedures or processes change. When changes are made, a new version of the Guide will be issued and posted to the solar trade ally pages on the Energy Trust website at energytrust.org. Energy Trust will also typically announce any new versions in the INSIDER—a monthly newsletter distributed by Energy Trust electronically to all active Energy Trust allies. Solar Electric Allies should check Energy Trust's website on a regular basis to ensure they are using the current version of the Program Guide.

1.2 Program Overview

1.2.1 Energy Trust

Since 1999, the Oregon legislature has required Portland General Electric (PGE) and Pacific Power to collect "public purpose funds" from their Oregon customers to support energy conservation, renewable energy and energy market transformation efforts. The Oregon Public Utility Commission ("OPUC") was authorized to direct the manner in which the collected funds would be spent.

Energy Trust, a 501(c)(3) non-profit, was formed to manage the investment of the bulk of these funds in energy efficiency, renewable energy and energy market transformation pursuant to a grant agreement with the OPUC. Energy Trust expects all Solar Electric Allies to be generally aware of the background and history of Energy

Trust and the Program, and to review the Energy Trust policies which can affect the Program's requirements.

More details on Energy Trust's history, mission, programs, and policies, as well as a copy of Energy Trust's grant agreement with the OPUC, by-laws, and strategic plan, are posted on the website. Please contact Energy Trust with questions.

1.2.2 Program purpose and design

The Solar Electric Program is one of Energy Trust's renewable energy offerings. Solar energy has the potential to be Oregon's greatest source of renewable energy generation. Its availability throughout the state offers the advantage of distributed generation by producing power at the point of use.

In order to develop the solar market across all sectors and gain long-term solar electricity generation to benefit the customers of PGE and Pacific Power in Oregon, Energy Trust has structured the Program to address the primary market barriers of cost, quality and awareness.

Energy Trust provides:

- cash incentives to eligible Program participants to reduce the above market costs associated with installing solar
- installation standards for systems applying for Program incentives to help promote system performance and longevity
- a network of design firms and trade ally installers who are familiar with the Program requirements
- industry support in the form of trainings and cooperative marketing assistance for active trade allies
- consumer outreach and education to help inform Oregonians about their solar options

1.3 Policy Overview

Complete copies of all of Energy Trust's current Board of Director-approved policies are available for review in the "Library" on the Energy Trust website. The following is an overview of some of the policies that directly affect the Program and that Solar Electric Allies should be aware of:

1.3.1 Confidentiality of Program participant information

Information submitted by Program participants under the Program is considered confidential.

1.3.2 Renewable Energy Certificates (RECs)¹

Energy Trust must receive a portion of the Renewable Energy Certificates associated with the renewable energy projects that Energy Trust funds. Based upon an anticipated 20-year solar electric system operating life, the Program calculates a Renewable Energy Certificate ownership arrangement for the sizes of systems that the Program provides funding to in relation to the incentive amount it will provide for a system. This is reflected in the language included in the terms and conditions of our incentive applications regarding "Environmental Attributes."

1.3.3 Above-market cost

Energy Trust is limited to providing funding for all or a portion of the "above-market costs of new renewable energy resources." Energy Trust developed a policy outlining an approach and methodology for determining a project's above-market costs. The incentives that Energy Trust makes available through the Program for solar electric systems are calculated by Energy Trust in accordance with this policy's requirements.

1.3.4 Self-direction

If a site is certified for self-direction² by the Oregon Department of Energy (ODOE), that "self-director" may receive self-direct credits from ODOE in exchange for purchasing RECs or green power for its site, or for directly investing in an ODOE-certified renewable energy project at its site. The self-director may then use these credits to reduce the renewable energy portion of the 3% public purpose charge included in its electric bill. If a Program participant is currently self-directing, or decides to in the future, it can affect the amount of incentive funding they will be eligible to receive from the Program.

1.4 Program Incentive Offerings

1.4.1 Standard solar electric installation incentives

Solar electric installation incentives are intended to make solar more affordable for customers and are paid in a lump sum to lower the initial cost of systems. For simplicity, the Program offers standard incentive rates based on rated DC power capacity of the photovoltaic array. The rates are set in consideration of many factors,

¹"RECs" represent the environmental attributes associated with 1 MWh of electricity generated by a renewable energy resource (such as a solar electric system). RECs are generated by a renewable energy resource concurrently with the electricity generated by that resource and may be traded, separately from the electricity, to businesses and utilities who want to purchase/support renewable energy.

² Under the OPUC grant agreement, Energy Trust receives and invests a portion of the funds generated by the 3% public purpose charge collected from certain PGE and Pacific Power customers. Although payment of the public purpose charge is generally mandatory, Oregon law recognizes a special group of large electric energy users (those using over one average megawatt a year at a site) who can "self-direct" a portion of their public purpose charge to fund electric energy efficiency and renewable energy investments at their own sites.

such as system costs, project type, available tax credits, market demand and available budget. They are also based on an expectation that each solar electric system will remain operational for at least 20 years.

The funds Energy Trust receives from PGE and Pacific Power ratepayers are managed separately. As a result, solar electric incentive rates and maximum incentive amounts may be different for PGE and Pacific Power customers. Energy Trust strives to set incentive levels to manage consumer demand such that the Program can continue to accept new project applications throughout the year; however, incentive funding is always subject to availability and the incentive budget for one utility may be exhausted before the incentive budget for the other utility.

To manage its limited incentive funding, the Program may change incentive rates using a “step” system. The Program allocates funds for a given incentive offer and announces what the next step down (incentive reduction) will be once those funds are exhausted. Timing for incentive changes depend on the level of demand for the current allocation. If demand for an incentive rate is low or on target, the Program may choose to extend the current rate by adding funds to an allocation. Allies can track status of the current incentive offerings and funding allocations using the weekly incentive status report on the Energy Trust website.

Incentive offerings are subject to funding availability and applications are processed on a first-come, first served basis. An application is not considered for funding until a complete, signed application package with all required materials is submitted to Energy Trust.

1.4.2 **Solar Ready for New Homes**

Energy Trust provides technical assistance and incentives to builders to reduce the cost of constructing new homes with solar ready features. Participating homes must be enrolled in the Energy Trust New Homes EPS program³ and comply with Energy Trust’s Solar Ready Home Installation Requirements. The solar ready features are verified by a new homes-approved verifier at the initial and final EPS inspections.

This incentive offer is managed by the Energy Trust New Homes program. Current incentives available for solar ready EPS homes can be seen on the Energy Trust [website](#). For more information on solar ready for new homes, visit the website or contact the New Homes program at 1.877.283.0698.

1.4.3 **Solar Ready for New Buildings**

Energy Trust recognizes that some building owners don’t have the resources to invest in a complete solar system installation when they are constructing a new facility. This is why Energy Trust created incentives and technical assistance for owners who design solar-ready buildings. Energy Trust offers incentives and technical support at

³ EPS™ is a tool that helps define a home's energy consumption, utility costs and carbon footprint. It allows homebuyers to easily compare homes based on energy costs and efficiency. Learn more on the Energy Trust [website](#).

three distinct stages: Solar Assessment, Solar-Ready Design, and Solar-Ready Construction.

Participating projects must first enroll in the Energy Trust New Buildings program by completing a **Form 510A: Project Enrollment Form** (available [online](#)). Projects are required to work with an approved Solar Electric Ally to qualify for Solar Ready Assessment incentives, and a solar design ally must be involved to qualify for Solar-Ready Design incentives.

These incentives are managed by the Energy Trust New Buildings program. Information on current incentives for each solar ready stage is available on the Energy Trust [website](#). Eligibility for any particular incentive depends on the phase of design and construction a project is in, as well as other criteria. For more details on eligibility, contact the New Buildings program at 1.877.467.0930.

1.4.4 Preliminary incentive reservations

Preliminary incentive reservations can provide earlier assurance of an Energy Trust incentive to eligible project owners who face very long lead times from initial solar project conception to construction. Eligible project types include solar installations on new commercial buildings and existing public buildings where a public procurement process is mandated. The process provides additional incentive reservation time to these projects, but there is no difference in the incentive rates for which they qualify.

Applications for new building preliminary solar incentive reservations are completed and submitted by a solar design ally, and applications for existing public building preliminary solar incentive reservations are submitted by the public entity itself.

For information on the eligibility and application requirements for preliminary incentive reservation, see **Section 3.1** or **Appendix B: Preliminary Incentive Reservations for Existing Public Buildings**.

1.5 Project Eligibility

1.5.1 Pre-Screening for project eligibility

Solar Electric Allies are required to pre-screen projects to help determine eligibility for Program incentives. Final determination of eligibility for Program participation and incentives always rests with Energy Trust.

Electric utility

In order to be eligible for Energy Trust incentives, the solar electric system must be located on real property and must be grid-tied to a PGE or Pacific Power electric utility account. Floating homes and permanent mobile homes with eligible electric utility service are considered real property. RVs, sailboats or other portable applications are not allowed.

Add-ons and expansions

Customers adding capacity to existing solar electric installations are eligible to apply for Program incentives if either (i) PV modules are added to an existing system that received an Energy Trust incentive, or (ii) an entirely new system is installed separate from the existing system. In both cases the expansion will be required to meet Energy Trust's **Solar Electric Installation Requirements** (see **Section 2.2**) and subject to any additional Program caps that may apply. When working with a customer that has a previous installation or a pending application, Allies should contact the program to confirm details and discuss eligibility.

Additional Program caps to consider

Non-residential: The Program currently caps the total, aggregate amount of incentives available to a single non-residential customer for all solar electric project applications submitted by that customer within a specific utility territory during the calendar year.

This means that even if a non-residential solar electric project otherwise appears eligible for an incentive, the customer may only qualify for a reduced or no incentive if Energy Trust determines that the total incentives for all of the customer's combined applications during the year have exceeded this Program cap.

The non-residential Program cap is utility specific and it is also refreshed each calendar year; so, applications for the same non-residential customer from a different utility, or from a previous year, would not apply towards the current years cap.

Residential: The Program currently caps the total, aggregate amount of incentives it will provide during a 5-year time period for all solar electric projects, including any system add-ons or expansions, located at a single residential site (i.e. on a per home basis). All incentives reserved or paid in the past five years associated with the residential site—even if to a previous homeowner—will be considered when calculating this Program cap.

This means that even if a residential solar electric project may otherwise appear eligible for incentives, if Energy Trust paid an incentive for a solar electric system located at that same residential site in the last five years, then the total amount of incentives available for the project will be subject to this Program cap and the customer may only qualify for a reduced or no incentive.

Acceptable solar resource

Solar resource assessments evaluate the impact of shading and array tilt and orientation on the annual production of the solar electric system. Energy Trust requires the entire array(s) to have a Total Solar Resource Fraction (TSRF) of 75% or greater to be eligible for Program incentives. Projects may include modules with a TSRF of less than 75% if the modules are electrically isolated using micro inverters, however, those modules will not be eligible for program incentives.

Solar Electric Allies must submit a solar resource evaluation taken from the point on the array with the lowest TSRF as part of the incentive application to demonstrate compliance with this requirement.

Acceptable shade evaluation methods:

Solar Electric Allies may submit a [sun chart developed for Program use in coordination with University of Oregon's Solar Radiation Monitoring Laboratory](#) — available for download and use from the Energy Trust trade ally website— or the output from an approved site analysis tool. A list of currently approved site analysis tools and instructions on displaying the required information is also available on the website.

Tilt and Orientation Factor (TOF):

TOF is the percent of solar resource available after factoring in losses due to sub-optimal tilt and/or orientation of the array. TOF values vary by location, and are included on the Energy Trust sun charts and listed on the Energy Trust website under the [Solar resource tools section](#) of the solar trade ally Forms & Resources page.

Total Solar Resource Fraction (TSRF):

TSRF estimates the combined effect of shading, tilt and orientation on a system's performance. The TSRF calculation must reflect the worst location on the array(s)—the location with the lowest TSRF value—and be 75% or greater in order to qualify for Program incentives.

Shading	=	100% - annual loss caused by shading
TOF	=	100% - loss due to sub-optimal tilt and orientation
TSRF	=	Shading x TOF
TSRF	≥	75%

NOTE: Solar Electric Allies should strive to be as accurate as possible during the solar resource assessment. If, upon verification, an installed project does not meet the TSRF requirement it can void the project's eligibility for Energy Trust incentive funding. If a solar resource estimate is dependent on a customer addressing any issues with trees or other shading barriers at the site property, Program staff strongly recommends that such impacts be remedied prior to moving forward with the installation. If a tree, or other obstruction, will be removed prior to construction and is subtracted from the solar resource assessment, written documentation explaining the plan of action must be provided with the application.

Self-direction

Customers that are large electricity users (using over one average megawatt—8,760,000 kWh per year—at a site) may be certified by the Oregon Department of Energy for “self-direction” of their renewable public purpose charge funds (see **Section 1.3.4** for more details about self-direction). If the customer is either (i) currently self-directing the renewable energy portion of the public purpose charge for its electric utility account(s) at the site, or (ii) is large enough that they may decide to do so in the future, then it can affect the amount of incentives Energy Trust can provide towards a submitted solar electric project. Program allies should alert the Program if they believe a customer site may be a large electricity user using 1aMW or more annually and potentially eligible to self-direct. Energy Trust may also request additional information about a customer’s self-direct status when reviewing application submittals.

1.5.2 Determining type of project

Solar Electric Allies need to determine the type of project in order to (i) identify the correct incentive rate, (ii) provide an accurate incentive estimate, (iii) identify the appropriate incentive application to submit, and (iv) determine what additional documentation, if any, will need to be included with the application. Trade allies will select the appropriate type of project when applying for incentives through PowerClerk[®], the online project management and tracking system used by the Program (See **Section 2.1.1** for information on PowerClerk). Design allies do not use PowerClerk, but need to be aware of the following requirements in order to verify that the system owner meets basic eligibility qualifications.

Direct-Owned Residential - (Form 220R-PC)

The owner of the solar electric system is the homeowner.

The power produced by the solar electric system will be net-metered to a utility account held by either the homeowner or a tenant.

Third Party-Owned Residential - (Form 220S-PC)

The system owner is an eligible third-party with a written agreement to deliver solar-generated power to the homeowner.

The power produced by the solar electric system will be net-metered to a utility account held by either the homeowner or a tenant.

Direct-Owned Commercial - (Form 220C-PC)

The system owner is either (i) the owner of the site property, or (ii) a tenant who has received written permission from the property owner to install and operate the system at the site (requires submission of the Owner/Lessor Addendum).

The system owner is further identified as either a for-profit business or non-profit/government/school, and incentive rates may differ depending on the categorization.

The power produced by the solar electric system will be net-metered to a utility account held by either the property owner or a tenant.

Third Party-Owned Commercial - (Form 220T-PC)

The system owner is a third party (i.e., not the utility customer) with a written agreement to deliver the solar electric system's power to a host who is either (i) the site property owner, or (ii) a tenant who has received written permission from the property owner to have the system installed and operated (requires submission of the Owner/Lessor Addendum).

1.5.3 Providing information to the customer

Solar Electric Allies must give customers time to read and understand the terms and conditions of all incentive application forms before obtaining a signature. Allies must also explain, at a minimum, the topics listed below when providing an application to a customer for review. If a potential Program participant has questions about the incentive application or the process, have them contact the Program before they sign the application.

Solar resource information:

Explain TSRF and the project's solar resource compared to optimal.

Performance estimate:

Educate Program participants about the amount of energy the system should generate annually and the first year monetary value of that energy so that they have a realistic expectation for performance and potential cost savings.

Incentive process:

Explain Energy Trust's incentive rate, the incentive application and reservation process and that the system must be operational and receive final approval during the incentive reservation period. Explain who will be the recipient of the incentive payment (customer, trade ally or third party system owner, depending on the type of project – see **Section 2.4.2** below).

Ensure that the customer understands that incentive rates for a project are subject to change at any time prior to reservation, and that incentive reservations for qualifying projects are subject to funding availability, expiration periods and processing procedures. The final incentive may vary from the estimate included in the initial application depending on Energy Trust's verification of the actual system installed.

1.6 **Program Contact Information**

Trade allies use PowerClerk to submit and revise incentive applications. For any other communications, Program staff prefers to receive documents via fax or electronically as attachments to email. If necessary, written documents can be delivered to Energy Trust's mailing address: Solar Electric Program, Energy Trust of Oregon, 421 SW Oak Street, Suite 300, Portland, OR 97204. Please note that all hard-copy documents received via mail or other courier will be stamped with the date they were received and a time stamp of 5:00 pm, regardless of the exact time of arrival.

Fax

The general fax number for the Program is **503-546-6863**.

Email

The general email for Program staff is pv@energytrust.org.

Phone

Call the number provided on your most recent incentive reservation letter or call the main Energy Trust office number at **503-493-8888** and ask for a Solar Program staff member.

1.6.1 **Program Communications**

Unless otherwise noted, all project review, revision, and reservation communications from Program staff to Solar Electric Allies will be made by email. This helps Energy Trust respond more quickly and maintain accurate project documentation. Program staff prefers to receive communications from Solar Electric Allies electronically.

1.6.2 **Questions and Feedback**

Solar Electric Allies should have a thorough understanding of all of the Program documents. Please contact the Program immediately if there are any questions about this Program Guide for Solar Electric Allies, the Solar Electric Installation Requirements, or any other related Program document.

Solar Electric Allies are also welcome to participate in Energy Trust's public meetings. The Renewable Energy Advisory Council, Conservation Advisory Council and the Energy Trust Board of Directors generally meet monthly. See the Energy Trust website for more meeting schedules and agendas.

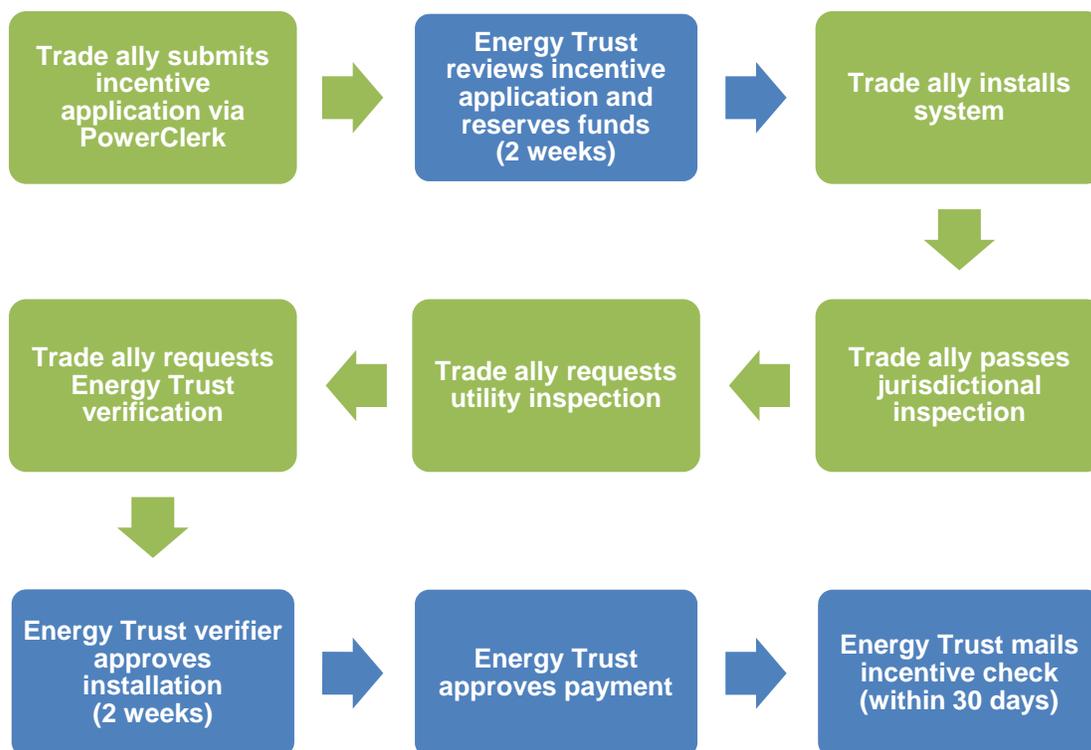
Part 2. Guide for Trade Allies

2.1 Applying for Program Incentives

Trade allies are expected to understand the Program's incentive application submission procedures, the required application paperwork, and the review and approval process to receive Program incentives. The basic steps of the application, review and approval process are shown in Figure 1.

While these steps can vary for certain kinds of projects and for trade allies that have been approved for Self-Verification status (see **Section 2.3.2**), the fundamental process is the same.

Figure 1. Typical solar electric application, review and verification process



2.1.1 Maximum number of active applications per trade ally

Allies should only apply for an Energy Trust solar incentive when they are confident that a project will move forward in a timely manner. Since program funding is limited, speculative reservations may trigger unwarranted incentive reductions. To reduce this risk Energy Trust places limitations on the number of active applications that a trade ally has in the queue.

Active applications include projects marked with any of the following statuses in PowerClerk: *Submitted, Resubmitted, Received, Design Rejected, Design Reviewed, Funds Reserved, Revised, Verification Requested, and Corrections Required*. Once a project reaches Installation Verified status, it is removed from the active queue.

When a trade ally has the maximum number of projects pending, Energy Trust will not accept a new project application from the trade ally until after a pending project has been completed and approved. Multiple projects at different sites for the same customer are counted as separate projects. The program enforces the following application limits:

Initial application limit

Trade allies that have not installed ten Program-verified systems are limited to ten active solar electric incentive applications at a time..

Non-residential application limit

All trade allies have limitations on the number of non-residential active applications, as shown in the table below. The limits for each utility are additive.

Active non-residential applications per trade ally

	PGE	Pacific Power	Total per trade ally
Commercial, government & nonprofit applications	15	5	20

2.1.2 Applying for incentives on behalf of customers

Incentive rates are subject to change. Incentive reservations for qualifying projects are subject to funding availability and processed on a first-come, first served basis.

Incentive applications are submitted by the trade ally using the PowerClerk online project management and tracking system. Customers should not submit solar electric applications—with the exception of a municipal customer submitting for a preliminary incentive reservation (see **Part 3** of this guide).

Trade allies are required to participate in a mandatory PowerClerk video training and will receive PowerClerk logins for designated employees after signing a PowerClerk user agreement. Information can be found on the website: <http://energytrust.org/trade-ally/library/solar/power-clerk/>

PowerClerk allows trade allies to enter project information through a secure web environment. Based on the inputs, PowerClerk will generate a pre-filled incentive application form that can then be printed, reviewed for accuracy, and signed by all parties in accordance with Program requirements.

A scanned copy of the signed incentive application and electronic versions of all other required documentation are then uploaded by the trade ally to the secure website.

A complete application package includes, at minimum, the following elements:

Incentive application form

Appropriate application form for the project type, filled out in its entirety and signed by all necessary parties. The incentive application is written agreement and should be submitted in its entirety, with all pages scanned in, as a single document.

Solar resource assessment

Energy Trust sun chart or a report from an approved solar resource assessment tool showing the performance impact of shading and non-ideal tilt and orientation. See **Section 1.5.1** for information on acceptable shade evaluation methods and sun charts.

Schematic diagram

Detailed system design drawing that accurately depicts all planned electrical components, plus main service panel and utility connection. Include module series/parallel wiring, conductor and ground wire types and sizing, length of wire runs, conduit types and sizing, AC & DC breaker sizing and voltage drop calculations.

Layout diagram

Physical layout map that accurately depicts the locations of installed modules and inverter(s), location of all applicable electrical panels and meters, roof or installation site layout, pre-existing renewable energy systems, and the location where the lowest TSRF measurement was taken (see **Section 1.5.1**)

Additional documentation to demonstrate project eligibility and compliance with Program requirements, as requested through PowerClerk or by Program staff

If a trade ally is working with a system owner that reserved a preliminary incentive, the trade ally must also be familiar with the processes described in **Part 3** of this Guide. The trade ally will work with the Program to link the incentive application submitted by trade ally to the approved **Form 205PE** or **Form 206PE** system design.

NOTE: Trade allies are expected to help their customers apply for Oregon Energy Tax Credits, if available. Oregon Department of Energy (ODOE) administers these tax credits and has very specific timing requirements for application. To review whether a customer may be eligible for Oregon Energy Tax Credits, read and follow ODOE's instructions carefully and contact them at **1-800-221-8035** or **www.oregon.gov/energy** with questions.

2.1.3 Submitting applications on time

Energy Trust *will not* review any incomplete applications. Complete applications will be reviewed in the order in which they are received and must include all required application documents and be signed by all necessary parties. Because incentive funds are not reserved until Energy Trust's review is complete and an incentive reservation letter has been issued, it is imperative that trade allies ensure that all required documents are submitted together in order to avoid delays in the application review process.

To apply for and reserve funding for any solar electric system installation, the incentive application package must be submitted to program staff *before* a trade ally begins installing the system. Systems installed prior to Energy Trust's receipt and approval of an incentive application will not be eligible for incentives.

Unless Energy Trust issues an incentive reservation letter following its review of an incentive application, there is no commitment by Energy Trust to reserve funding for that project. See **Section 2.1.4** for details on notification of incentive reservation.

2.1.4 Energy Trust review and incentive reservation

Incentive applications must be submitted for review before a trade ally begins installing a system. The review process is intended to help protect the trade ally from purchasing equipment or doing other installation preparation work for a system or customer that may not meet Program requirements.

First, Program staff reviews the application for completeness and eligibility. Then a Verifier (see **Section 2.3** for additional information) performs a technical review. The Verifier will notify Energy Trust whether the system design, as submitted, appears to meet Program requirements.

Trade allies with Self-Verification status must also submit incentive applications for review (see **Section 2.3.2** for information on qualifying for Self-Verification).

Timing of review process

Energy Trust's application review process typically takes up to ten business days, but can take longer if the submitted incentive application is incomplete or includes incorrect information, or if there are concerns with Program eligibility or the system design.

Incomplete and incorrect applications

If a submitted incentive application is incomplete or requires design changes to meet threshold eligibility requirements, the trade ally will be notified and asked to submit additional information. The trade ally has 30 days from the date of notification to submit the requested information via PowerClerk or direct email to Program staff. If the requested information is not received within the 30-day period, Energy Trust will abandon and destroy the partial application and notify the trade ally and the customer.

After an application is abandoned, the trade ally must submit an entirely new incentive application package in order for that project to be reconsidered for an incentive.

Notification of incentive reservation

Once Energy Trust completes its review of a qualifying application, an **Incentive Reservation** letter will be sent to the system owner and trade ally. After receipt of this letter, the trade ally may move forward with system installation.

The **Incentive Reservation** will reference the project site, system size, reserved incentive amount and the reservation period. In addition to the reservation letter, the trade ally will also receive notice of any comments on the system design from the Verifier, as well as the Verifier's contact information.

System design revisions during the reservation period

If the system owner and trade ally make any changes to previously submitted system design information during the reservation period, the trade ally must revise the system components and cost through the online PowerClerk project tracking system and upload all required accompanying design documentation.

The revised information must be submitted to Energy Trust for review before implementing any changes and must go through Energy Trust's review process again to determine whether the system is still eligible for incentives. If changes impact the system's reserved incentive amount, Energy Trust will send a **Revised Incentive Reservation** to the trade ally and system owner.

Other application revisions during the reservation period

Only system components and documentation can be revised directly through PowerClerk. If you need to revise other application information—such as correcting the customer name, address or utility or reassigning the payee—please contact program staff directly to supply the updated information. Program staff will advise you on what documentation is required for the proposed revision. Energy Trust incentive agreements and incentive reservations cannot be assigned without Energy Trust permission. If trade ally is informed that system owner or host information may be changing, trade ally must alert Energy Trust in order to discuss the incentive agreement obligations.

2.2 Installation Requirements

All installations performed by a trade ally must meet the **Solar Electric Installation Requirements** in effect at the time of incentive reservation in order to be eligible for Program incentives. A copy of the **Solar Electric Installation Requirements** document can be found on the [solar trade ally pages of the Energy Trust website](#). In order to qualify for incentives, installations will be reviewed by Energy Trust to verify

compliance with Program requirements. See **Section 2.3** below for more information on Energy Trust's installation verification processes.

Energy Trust typically reviews and revises its **Solar Electric Installation Requirements** document annually. Trade allies wishing to comment on current requirements or suggest changes are encouraged to participate in the Program's annual revision process.

2.2.1 Timing of installation

Installation of a project may begin at any point after submitting the incentive application package. However, Energy Trust recommends that trade allies do not begin work until an incentive reservation has been made. Until Energy Trust issues an **Incentive Reservation** letter in response to a submitted application, there is no commitment by Energy Trust to reserve any incentive funding for that project, and work completed is at the trade ally's risk.

2.2.2 Required actions prior to Energy Trust's installation verification

Net-metering with the utility

Prior to Energy Trust's verification site visit, the trade ally and the system owner or host must initiate the net-metering process with the utility.

The system owner or host is responsible for executing the agreement for net-metering with their utility, but the trade ally is responsible for obtaining and verifying the relevant utility's current net metering requirements. While trade allies cannot complete the net-metering process for their customers, they can assist them with the process by informing them ahead of time that they will need to enter into an agreement, helping them understand the timeline in which it must be executed, and providing the appropriate contact information at their utility.

Pacific Power customer service number: (888) 221-7070

PGE customer service number: (800) 542-8818

Jurisdictional inspections

Trade allies must successfully pass any and all jurisdictional inspections required by the city or county where the project is located before the Energy Trust installation verification. Projects that cannot provide proof of passing their jurisdictional inspections at the time of Energy Trust site visit will not pass their Program verification and may be subject to verification fees (see **Section 2.3.1 below**).

Contractor full system warranty

Trade allies must provide system owner with a written warranty that guarantees, at a minimum, that the system installation and equipment shall be free from all defects in workmanship and materials for at least two years from the date of final

approved jurisdictional inspection. The warranty must cover all labor for repairs resulting from workmanship or equipment defects.

Customer education

Prior to verification by Energy Trust, trade allies must instruct the system owner in the operation and maintenance of the system, including how to identify if the system is operating normally, what to do in case of poor performance, routine maintenance activities and emergency shut down and start up procedures. Trade allies must provide a customer manual that complies with the ***Solar Electric Installation Requirements***.

2.3 Energy Trust Verification Process

Energy Trust contracts with a pool of independent, third-party Solar Verifiers (each a “Verifier”) to review designed and installed solar electric systems and to make recommendations as to whether or not a system is eligible to receive Program incentives.

Energy Trust's verification site visit is not a health and safety inspection, which is one reason why projects are required to pass their jurisdictional inspections first. Instead, the role of the Energy Trust Solar Verifier is to determine whether the system appears to meet Program requirements. Among other things, Energy Trust's Verifiers compare the system design to the system installed, help Energy Trust identify issues that might affect system performance or shorten the anticipated 20-year operating life, and confirm that the trade ally has provided the required customer manual.

2.3.1 Mandatory verification

Verification site visits are mandatory for all systems seeking Program incentives, unless a trade ally has been approved for Self-Verification status (see **Section 2.3.2**).

Scheduling

Once a solar electric system is fully installed, the trade ally must request the Energy Trust verification through PowerClerk and coordinate with the Verifier assigned to the project to schedule the site visit. Either the trade ally or their customer must be present during the Verifier's site visit. Energy Trust highly recommends that the trade ally be present at the site visit.

Trade allies must provide the Verifier with *no less than three business days* notice for cancellation or rescheduling. If a visit is rescheduled with less notice or if the installation is not fully complete when the Verifier arrives on site, Energy Trust may charge a verification fee to cover the Verifier's additional time (see *Verification fees* below). To reschedule a site visit, contact the Verifier directly.

Site visit documentation

During a required Energy Trust site visit, the Verifier will complete an **Installation Checklist**. After completing the site visit, the Verifier will provide review comments and indicate whether the installation has been verified. Program staff will review the results and, if approved, issue an **Installation Verified** notice to the trade ally.

Required installation corrections

If the Verifier finds that the installation does not meet Program requirements, Energy Trust will notify the trade ally with an **Corrections Required** notice through PowerClerk. The trade ally must make all the required corrections within 30 days of notification. If the corrections are not made within the 30 days, the trade ally will be placed in suspension status (see **Section 2.5.3**). In addition, the system owner will be notified of the unresolved corrections and, at the Program's discretion, the incentive reservation may be terminated.

Once the corrections have been made, the trade ally must contact the assigned Verifier to schedule a new site visit. In certain circumstances, and at Energy Trust's discretion, verbal or photographic verification of the changes may be allowed in place of an additional site visit.

- *Repeat violations*

If the violation(s) identified by the Verifier have been repeatedly identified on the trade ally's previous projects, the Program may, at its discretion, place the trade ally on Program suspension (see **Section 2.5.3** below). If the violation is particularly egregious or chronic, the trade ally may be subject to termination (see **Section 2.5.4** below).

- *Verification fees*

Energy Trust may require payment for site visits rescheduled without sufficient notice (see *Scheduling* above) or for repeat site visits resulting from Program violations or incomplete installations. Trade allies will receive prior notice that a site visit will be subject to a fee. The base fee is currently \$150 per rescheduled or repeat site visit, but a different fee may be set with prior notification.

If the project incentive is to be paid to a trade ally, any such verification fees will be deducted from the incentive payment.

If the incentive payment is to be paid to a system owner or another payee, any such fees may be deducted from any incentive payments issued to the trade ally during that same week, or a subsequent incentive payment. If the trade ally has no upcoming payments, they will be invoiced for the verification fee.

2.3.3 Self-Verification

Qualifying

A site visit by a Solar Verifier is mandatory for all installed systems seeking Program incentives, unless a trade ally has been approved as qualifying for Self-Verification status. Energy Trust will evaluate each trade ally's performance under the Program based upon verification results and adherence to Program requirements.

In order to be considered for Self-Verification status, a trade ally must have completed and had verified at least ten solar electric installations. The last five of these projects must have been completed in the previous six-month period with no Program violations. Then, the trade ally may contact the Program to be considered for Self-Verification status. It is solely Energy Trust's decision to place a trade ally on Self-Verification status.

Maintaining Self-Verification status

In order to maintain Self-Verification status, the trade ally must:

- Complete a minimum of ten solar electric projects with Energy Trust per calendar year.
- Maintain at least an 80% pass rate on Energy Trust verifications.

A trade ally on Self-Verification status that does not meet these requirements will be immediately returned to mandatory verification status, and will be responsible for scheduling site visits for subsequent projects with the assigned Verifier. Self-Verification status may be subsequently reinstated at Energy Trust's discretion.

Review and the Self-Verification process

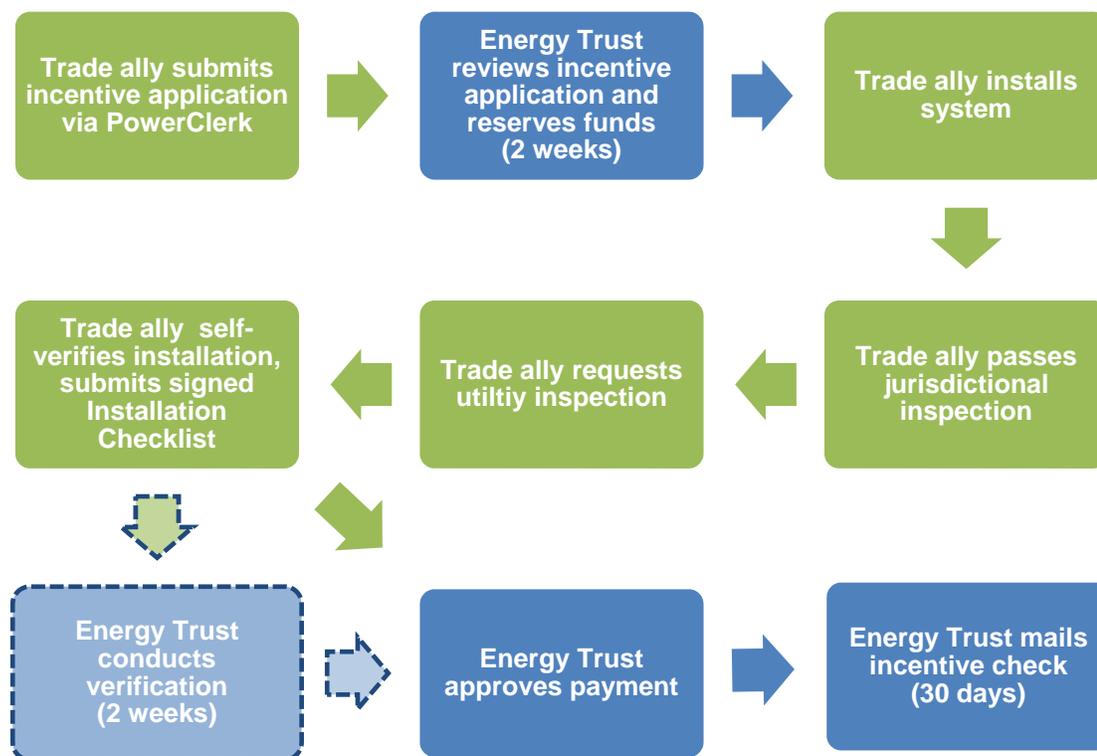
Trade allies approved for Self-Verification are still required to submit incentive applications for Energy Trust's review and incentive reservation prior to beginning work on a project. However, they may self-verify the installation of a system and submit a signed **Installation Checklist** to Energy Trust by uploading the document to PowerClerk in lieu of scheduling an on-site verification.

Energy Trust will select a portion of self-verified projects for additional verification after receipt of an **Installation Checklist** from the trade ally. The proportion of installations selected for Energy Trust verification will depend on the trade ally's verification record and volume of projects. If a project is selected for an Energy Trust verification site visit, Energy Trust will notify the trade ally and a Verifier of the selection. The Verifier will schedule the site visit directly with the system owner. Either the trade ally or their customer must be present during the Verifier's site visit.

The verification process will proceed as described in **Section 2.3.1**. If a project is not selected for Energy Trust verification and is approved for payment, upon

Energy Trust's receipt of the completed and signed **Installation Checklist** from the trade ally, the Program will issue a **Self-Verification Approval** notice and initiate the incentive payment for the project.

Figure 2. The application, review and verification process for trade allies on Self-Verification status



2.4 Payment of Incentives

Energy Trust will begin processing the incentive payment after: (i) Energy Trust receives notice from a Verifier that an installation meets all Program requirements, or (ii) after Energy Trust receives a signed **Installation Checklist** from a trade ally on Self-Verification status, *unless* that particular project was selected for an additional verification site visit.

2.4.1 Timing

Incentive payments are approved weekly, and incentive checks are typically mailed within 30 days of Energy Trust's receipt and approval of all required verification documentation.

2.4.3 Incentive payee

Business and third-party owned projects

Incentive payments will be made to the payee indicated in the **Payee** section of the signed and submitted **Form 220** incentive agreement. The submitted application packet must include an Energy Trust **Substitute W9** or an IRS Form W9 for the designated payee; however, if Energy Trust has a current W9 for the payee already on file, then it is not necessary to resubmit a W9. A trade ally designated as the **Payee** may receive incentive payments for multiple projects in a single check. The individual project incentive amounts will be listed on the check stub.

Customer-owned residential projects

For customer-owned residential projects, the trade ally is always the designated payee. The trade ally is required to reduce the customer's project cost by an amount equivalent to the incentive. The trade ally may not charge the full project cost and reimburse the customer with the value of the incentive after the trade ally receives the incentive payment from Energy Trust.

If multiple projects are approved in the same week, a trade ally may receive incentive payments for all those projects in a single check. The individual project incentive amounts will be listed on the check stub.

2.4.4 Questions about status of incentive check

Energy Trust asks trade allies to wait the full 30 days before contacting the Program about the status of an incentive payment. If a trade ally discovers an overdue or missing incentive payment, they should contact Program staff to resolve the situation.

2.5 ***Maintaining Trade Ally Status***

2.5.1 Annual Program participation requirements

In addition to meeting all terms and conditions of the trade ally agreement with Energy Trust, trade allies must do the following each calendar year to remain eligible to be a trade ally of the Program:

- Successfully apply for and obtain an Energy Trust incentive (as the trade ally contractor, not as a subcontractor) for at least one solar electric system,

OR

- Watch the Program's online training videos as a refresher. This option is available as an alternative to installation only for two years. After two years, trade allies that do not meet the minimum installation requirement will be terminated as a solar trade ally.

Program training is available on-demand on the Energy Trust website at: <http://energytrust.org/trade-ally/programs/solar/requirements/> You must watch all of the Solar Electric Trade Ally Training Videos and complete the Solar Electric Trade Ally Training Quiz to receive credit.

2.5.2 Trade ally listing on Energy Trust website

Energy Trust maintains a searchable database of all current trade allies for its various programs on its website. For Solar Electric Program trade allies, this list is broken into two categories:

- (1) A short list, *the default view for website users* that only lists trade allies that have successfully installed at least one project through the Program during the preceding year.
- (2) A long list that includes all approved trade allies.

To be added to the short list, a trade ally must successfully complete a project with the Program and then proactively contact Program staff to request that their listing be updated.

Program trade allies that do not wish to be listed on Energy Trust's website should notify the Program.

Specialties

Trade ally website listings may include one or more “Specialties.” These Specialties reflect the sector (commercial or residential) and technology of projects a Program trade ally completed in the past year.

The Program currently includes the following Specialties for Solar Electric Program trade allies:

- *Residential solar electric*
- *Small commercial solar electric (up to 50 kW)*
- *Large commercial solar electric (over 50 kW)*

To add Specialties to a website listing, a trade ally must successfully complete a project of that Specialty with Energy Trust and notify the Program staff to update the list.

To maintain Specialty listings, a trade ally must install at least one project of a given Specialty each year. Specialties that are not demonstrated annually will be removed from the trade ally's online listing.

Professional certifications

In order to help eligible customers submit a Residential Energy Tax Credit (RETC) application (as discussed in **Section 2.1.1**), a trade ally submitting

residential solar electric applications is expected to be a [Tax Credit Technician](#)⁴ (TCT) with the Oregon Department of Energy.

While the Solar Program does not currently require any other professional certifications, trade allies are encouraged to obtain third-party certification, such as NABCEP (www.nabcep.org). Energy Trust may include such certifications on trade ally website listings.

2.5.3 Suspension

Certain actions may result in suspension from the Program. A trade ally will be notified in writing if they have been placed in Program suspension, and will have 30 days from the notice date to resolve the situation to the Program's satisfaction. Actions resulting in suspension may include, but are not limited to:

- Failure to correct violations identified during the verification process within the 30 day timeframe
- Failure to follow a required Program process
- Chronic installation corrections or repeated violations of installation or Program requirements
- Failure to attend any required Energy Trust trainings
- Allowing insurance, licenses or other required certifications to lapse
- Failure to resolve any reasonable Program participant complaint regarding the trade ally's work under the Program
- Failure to accurately inform Program participants of current Program requirements, including but not limited to incentive levels

Effect of suspension

During Program suspension, a trade ally may not submit any new incentive applications to Energy Trust, nor will Energy Trust issue any new incentive reservations for the trade ally's projects. In addition, the suspended trade ally (i) will be removed from the searchable trade ally database on the website, (ii) is no longer authorized to use Energy Trust's logo on any materials or to represent itself as a trade ally of Energy Trust's Solar Electric Program, and (iii) is not allowed to apply for any cooperative marketing activities. Energy Trust may also impose other restrictions on the trade ally's participation in the Program. If the violations pertain to a specific project, the system owner will be notified at the time of the Program trade ally's suspension.

Trade allies must resolve violations resulting in suspension within 30 days. Failure to do so may result in termination of Program trade ally status.

⁴ http://www.oregon.gov/ENERGY/CONS/RES/tax/docs/solar_techs.pdf

2.5.4 Termination

In addition to any other termination provisions set forth in the trade ally agreement with Energy Trust, certain actions may result in Energy Trust immediately terminating a contractor from participating as a Program trade ally. In the event of termination, the contractor will be notified by Energy Trust in writing. Actions resulting in immediate termination of trade ally status may include, but are not limited to:

- Failure to resolve any action resulting in suspension within 30 days
- Repeated Program violations
- Passing or attempting to pass any verification fee imposed on the trade ally by Energy Trust on to a customer
- Violation of license laws
- Misrepresentation of system components or installation characteristics at more than one site
- Failure to pass the full value of the Energy Trust incentive on to the customer in cases where the incentive payment is issued to the trade ally

Effect of termination

Effective upon notice of termination, Energy Trust will not accept any new incentive applications, will not process any submitted incentive applications that have not yet received incentive reservations, and will remove the terminated contractor from the Program's trade ally database on Energy Trust's website. Energy Trust will provide funding for any incentive applications that received incentive reservations prior to the notification of termination, provided they comply with Program requirements.

Energy Trust may, in its sole discretion, allow a terminated contractor to re-apply for participation in the Program at a later date. Energy Trust may require additional documentation and proof from that contractor that it has taken appropriate measures to prevent further Program violations.

Part 3. Guide for Solar Design Allies

Architecture, engineering, and/or design consulting companies that work with new commercial construction projects are uniquely positioned to influence the design and construction of solar friendly buildings. Failing to consider solar during the design of a new building is a missed opportunity that could increase costs for the building owner in the future.

To encourage inclusion of solar in more commercial buildings, Energy Trust has a special solar design ally designation for architects, engineers and designers who are involved in early-stage solar design for their clients. Solar electric design allies may apply for solar ready assessment, design and construction incentives to incorporate solar-friendly features into a new building to facilitate the future installation of a solar electric system. They may also apply for solar electric installation incentives during the early design process and before a solar trade ally has been selected (effectively extending the incentive reservation period).

The process for applying for a preliminary incentive reservation for a new building project is described in the following section.

For information on applying for solar ready assessment, design and construction incentives, visit the [early solar assistance page on the Energy Trust website](#) or contact a New Buildings Outreach Manager at 1.877.467.0930.

For details on becoming a Solar Electric design ally, go to the [design ally pages on the Energy Trust website](#).

3.1 **Preliminary Incentive Reservations - New Buildings**

The intent of the preliminary incentive reservation process is to provide early assurance of an Energy Trust incentive to some project owners facing long lead times from the initial conception of a solar project to construction, specifically, new commercial building developers.

Preliminary Incentive Reservations are temporary. During the Preliminary Reservation Period (nine months), project owners must select a solar electric trade ally installer, and that trade ally must submit a full Solar Electric Incentive Application in order to transfer the reservation. Once the final Incentive Application has been approved by Energy Trust, another 12 months is provided to complete the installation.

3.1.1 **Eligibility for New Buildings Preliminary Reservations**

In order to be eligible for a new buildings preliminary solar incentive reservation, the site and solar electric system must:

- Be part of a new commercial building project that is currently enrolled in Energy Trust's New Buildings energy efficiency program (this includes buildings installing solar per the State of Oregon "1.5% for Solar" mandate on new or major renovation public buildings);

- Be designed by an approved solar electric design ally in compliance with all Program requirements, including the ***Solar Electric Installation Requirements***;
- Have the full commitment of the project owner to purchase and install the designed system;
- Meet the basic eligibility criteria for the Program described in ***Section 1.5.1***

NOTE: The preliminary incentive reservation process can also be used for installation at existing public buildings owned by municipalities, public universities and schools, and other government entities that must use a public procurement process for solar. In these projects, the public entity applies for the preliminary incentive reservation directly and a solar ally is not required. The process for applying for Preliminary Solar Electric Incentive Reservations is described in Appendix B.

3.1.2 Applying for a New Buildings Preliminary Incentive Reservation

The application to request a preliminary incentive reservation is submitted to Energy Trust by the solar electric design ally for review:

- After the solar energy system has been designed
- Before a solar trade ally has been selected; and
- Before ordering any equipment or otherwise beginning the installation process.

Figure 3, below shows the basic steps of how the preliminary incentive reservation process works in coordination with Energy Trust's standard incentive application process.

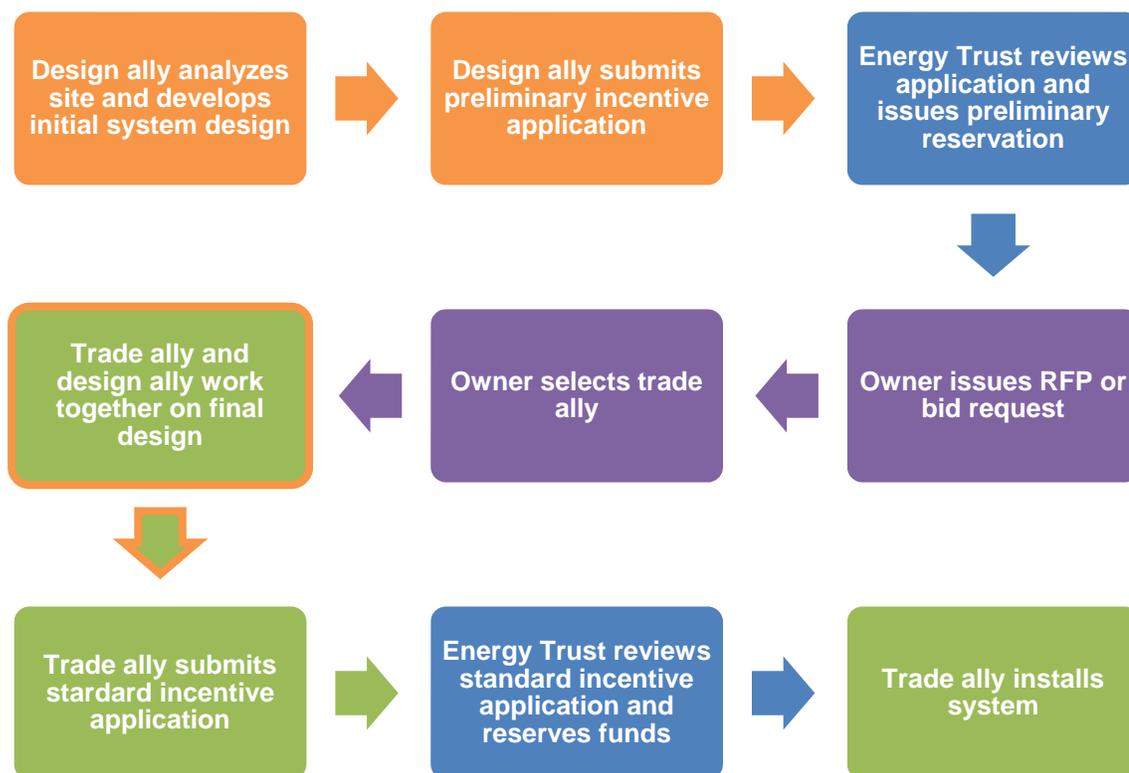
Energy Trust will not review any incomplete applications. Complete applications will be reviewed in the order in which they are received and must include all required application documents and be signed by all necessary parties.

Because funds are not reserved until Energy Trust's review is complete and a preliminary incentive reservation notice has been issued, it is imperative that design allies ensure that all required documents are submitted together in order to avoid delays in the application review process.

If the project owner is ready to order equipment and begin system installation activities, the preliminary incentive reservation process is not applicable and owner must work with a trade ally, not the design ally, to submit an incentive application in accordance with the Program procedures outlined in *Part 2* of this Guide.

Incentives are subject to availability of funds, and preliminary incentive reservations are provided on a first-come, first served basis and incentive rates may change at any time prior to reservation.

Figure 3. The preliminary incentive reservation process for new buildings.



3.1.3 Preliminary Incentive Application Package

Design allies working with commercial new construction projects must follow the requirements described in **Section 1.5.3** to inform the project owner about the system design. The preliminary incentive application package should be submitted by the design ally and must include, at minimum, the following elements:

Preliminary incentive application form

Form 205PE: Preliminary Incentive Application Form filled out in its entirety and signed by all necessary parties. This form can be found on the [Solar Design Ally pages of the Energy Trust trade ally website](#).

Solar resource assessment

Energy Trust sun chart or report from an approved solar resource assessment tool showing the performance impact of shading and non-ideal tilt and orientation. See **Section 1.5.1** for information on acceptable shade evaluation methods and sun

charts. Contact Program staff for guidance on estimating solar resource for new construction projects.

Schematic diagram

Detailed system design drawing that accurately depicts all planned electrical components, plus main service panel and utility connection. Include module series/parallel wiring, conductor and ground wire types and sizing, length of wire runs, conduit types and sizing, and voltage drop calculations.

Layout diagram

Physical layout map that accurately depicts the locations of major system components, roof layout and existing renewable energy systems (see **Section 1.5.1**)

On request, Energy Trust may require additional documentation to demonstrate project eligibility and compliance with Program requirements.

The preliminary application package may be emailed, mailed or hand-delivered to:

Physical and Mailing Address: 100 SW Main Street, #1600, Portland, OR 97204

Telephone: 1.877.467.0930

Email: newbuildings@energytrust.org

3.1.4 Energy Trust Review and Preliminary Incentive Reservation

First, Program staff reviews the application for completeness and eligibility. Then, a Verifier (see additional information about the role of the Verifiers in **Section 2.3**) performs a technical review of the system design. The Verifier will notify Energy Trust whether the system design, as submitted, appears to meet Program requirements.

Timing of review process

Energy Trust's application review process typically takes ten (10) business days, but can take longer if the submitted incentive application is incomplete, includes incorrect information, is large and complex, or if there are concerns with Program eligibility or the system design.

Incomplete and incorrect applications

If the **Form 205PE** application is incomplete or requires design changes to be eligible, the design ally or municipal project owner will be notified and asked to submit additional information. The notified party has 30 days from the date of notification to submit the requested information. If the requested information is not received within the 30 day period, the Program will abandon and destroy the application and inform the design ally and the project owner.

After an application is abandoned, the design ally or municipal project owner would have to submit an entirely new **Form 205PE** application package in order for that project to be reconsidered for a preliminary incentive reservation.

Notification of preliminary incentive reservation

If Energy Trust approves the submitted application for a preliminary incentive reservation, the Program will send a **Notice of Preliminary Incentive Reservation** to the project owner and design ally. The **Notice of Preliminary Incentive Reservation** will include the system size, reserved incentive amount and the maximum time period that the preliminary reservation period will be in effect – the "Preliminary Reservation Period." The progress milestones the project owner must meet during the Preliminary Reservation Period will be described the terms and conditions of the **Form 205PE**, as well as the **Notice of Preliminary Incentive Reservation**.

Application revisions during the reservation period

If the project owner or design ally make any changes to the system design during the preliminary incentive reservation period, they must notify the Solar program via email and submit revised version of any system design documentation impacted by the change (i.e. electrical diagram, string sizing calculations, solar resource analysis).

The revised information must again go through Energy Trust's review process to determine whether or not the system is still eligible for incentives. If changes impact the preliminary incentive reservation, Energy Trust will send a **Revised Notice of Preliminary Incentive Reservation** to the design ally and project owner.

Any revisions are subject to eligibility requirements and funding availability at the time of the change request.

3.1.5 Preliminary Reservation Milestones: Engaging a Solar Electric Trade Ally

The project owner must meet two critical milestones during the preliminary incentive reservation period to maintain their preliminary incentive reservation:

1. Select a solar trade ally contractor and inform the trade ally of the preliminary incentive reservation;
and,
2. Work with the selected trade ally to submit a **Form 220C-PC** or **Form 220T-PC: Solar Electric Incentive Application** before purchasing any equipment or beginning any other installation activities. A complete, submitted incentive application package is required in order to continue to reserve incentives for an approved system design during the trade ally's installation period.

Prior to the expiration of the preliminary reservation period, the project owner and design ally will work with a solar electric trade ally to submit a **Form 220C-PC** or **Form 220T-PC** with finalized design documents. The final application should be submitted by

the trade ally as soon as possible in order to avoid any risk of the preliminary incentive expiring. Once the trade-ally submitted incentive application has been reviewed and pre-approved by Program staff, an incentive reservation letter will be issued that supersedes and replaces any previously issued *preliminary* incentive reservation for a system.

Upon expiration of the preliminary incentive reservation period, Energy Trust automatically cancels the incentive reservation. A project owner may subsequently work with a trade ally to submit a standard **Form 220C-PC** or **Form 220T-PC** incentive application for funding, but this application will be subject to the Program requirements, incentive rates and budget availability, in effect at the time of such re-submittal.

3.1.6 Preliminary Reservation Milestones: Ongoing Support

Design allies are expected to cooperate and coordinate with trade allies during the system design process to ensure compliance with Program requirements. Once the project owner has selected a trade ally, the Program must be able to link the final **Form 220C-PC** or **Form 220T-PC** submitted by the trade ally to the preliminary incentive reservation and **Form 205PE** or **Form 206PE** submitted by the design ally or municipal project owner.

Design allies should read **Part 2** in order to understand the role of the trade ally, the standard incentive application and reservation processes, and Energy Trust's final system verification and incentive payment processes. **Appendix A** provides a list of various forms and major communications used by the Program.

Appendix A: Forms Matrix

Incentive applications are available via PowerClerk. All other program documents are available for download on the [ally pages of the Energy Trust website](#). Solar Electric Allies are not permitted to, in any way, alter or make revisions to the terms and conditions of any Energy Trust incentive application. If the standard incentive application is not appropriate, the Solar Electric Ally will need to contact the Program to discuss whether the project may qualify for a custom negotiated agreement.

Form Number (Form Type)	Form Name	Intended User	Purpose of Form
117A + 271E (PDF)	Solar Electric Program Trade Ally Application	Trade Ally	Application to become a Solar Electric Trade Ally (becomes trade ally agreement once approved by Energy Trust)
271DE-PV (PDF)	Solar Electric Program Design Ally Application	Design Ally	Application to become a Solar Electric Design Ally (becomes design ally agreement once approved by Energy Trust)
214 (PDF)	Substitute W-9	Payee	Tax identification information necessary for Energy Trust to report incentive payments to the IRS
205PE (PowerClerk)	Solar Electric Preliminary Incentive Application – New Buildings	Design Ally, Project Owner	Project preliminary incentive application for commercial solar electric systems on new buildings; may be submitted by design ally for qualifying projects before a trade ally is selected
206PE (PDF)	Solar Electric Preliminary Incentive Application – Existing Municipal Buildings	Design Ally or Municipal Project Owner	Project preliminary incentive application for commercial solar electric systems on existing municipal buildings; may be submitted by the municipality or a design ally for qualifying projects before a trade ally is selected
220R-PC (PowerClerk)	Solar Electric Incentive Application -	Trade Ally, System Owner	Project incentive application for direct-owned residential solar electric systems

	Residential		<i>(submitted via PowerClerk)</i>
220S-PC (PowerClerk)	Solar Electric Incentive Application – Third Party Owned Residential	Trade Ally, System Owner, Homeowner	Project incentive application for third party-owned residential solar electric systems <i>(submitted via PowerClerk)</i>
220C-PC (PowerClerk)	Solar Electric Incentive Application - Commercial	Trade Ally, System Owner	Project incentive application for direct-owned commercial solar electric systems <i>(submitted via PowerClerk)</i>
220T-PC (PowerClerk)	Solar Electric Incentive Application - Third Party Ownership	System Owner, Host, Trade Ally	Project incentive application for third party-owned commercial solar electric systems installed on host property. <i>(submitted via PowerClerk)</i>
220E (PDF)	Solar Electric Incentive Application - Electrician Self-Install	Electrician, Trade Ally	Residential incentive application for journeyman electrician or trade ally that has completed an approved PV installation course and is installing a PV system on his/her own home
N/A	Preliminary Incentive Reservation letter	Solar Program Staff	Written notice of preliminary incentive reservation in response to a Form 205PE or Form 206PE application. Includes system performance estimate, reserved incentive amount and preliminary reservation period.
N/A	Revised Preliminary Incentive Reservation letter	Solar Program Staff	Written notice of a revised preliminary incentive reservation sent after receipt of a Form 228 application.
N/A	Incentive Reservation letter	Solar Program Staff	Written notice of incentive reservation in response to a Form 220R, 220S, 220C or 220T application. Includes system performance estimate, incentive amount and reservation period.
N/A	Revised Incentive Reservation letter	Solar Program Staff	Written notice of a revised incentive reservation sent after review of

			proposed revisions.
231 (PDF)	Solar Electric Installation Checklist	Verifier, Self-Verification Trade Ally	Checklist used to verify if a project meets the <i>Solar Electric Installation Requirements</i>
N/A	Installation Verified notice	Verifier, Solar Program Staff	Documentation that an installation has been verified by Energy Trust and is approved for incentive payment
N/A	Corrections Required notice	Verifier, Solar Program Staff	Documentation of an installation with Program violations that require corrections prior to incentive payment.

Appendix B: Preliminary Incentive Reservations for Existing Public Buildings

The intent of the preliminary incentive reservation process is to provide early assurance of an Energy Trust incentive to some project owners facing long lead times from the initial conception of a solar project to construction. In the case of solar installations at existing public/government facilities, the preliminary reservation can provide greater certainty in the availability of an Energy Trust when a lengthy public procurement and approval process must be used to select a solar trade ally installer.

Preliminary Incentive Reservations are temporary. The applicant public agency (“Applicant”) must a) complete a competitive public procurement process, b) engage the services of a solar electric trade ally contractor, and c) prepare and submit a final, approved Solar Electric Incentive Application *within* Preliminary Reservation period (nine months). If these milestones are met, the project’s incentive reservation will be continued for an additional 12 months consistent with requirements set forth in the incentive agreement, during which the system must be installed.

Eligibility

In addition to the basic Program criteria outlined in **Section 1.5.1**, Applicants must meet the following conditions to qualify:

- Applicant must be a public agency, a political subdivision thereof, or an Oregon University System institution with a demonstrated commitment to installing the proposed solar electric project consistent with [Energy Trust’s Solar Electric System Installation Requirements](#);
- Applicant must conduct a public competitive solicitation process (not yet issued) for procurement of the proposed project; and
- The installation site must be an existing public building/property located in Oregon, connected to Portland General Electric or Pacific Power.

Ultimately, determination of eligibility rests solely with Energy Trust. For questions about eligibility, contact the Solar Program staff at 503.546.3614.

Application package

The preliminary application package should be submitted by the Applicant directly (not by a solar ally) and must include, at minimum, the following elements:

- **Solar electric preliminary incentive application form for existing public buildings (*Form 206PE*)**. Download a copy from the [Government + Nonprofit Solar Electric pages of the Energy Trust website](#) or [contact the Solar program](#).
- **Documentation of project commitment**. Written documentation of the Applicant agency’s commitment to the construction of the project (e.g. Board or Council resolution, budget appropriation, letter of commitment from a municipal decision-maker).

The preliminary application package may be emailed, mailed or hand-delivered to:

Physical and Mailing Address: 421 SW Oak St., Suite 300, Portland, OR 97204
Telephone: 503.493.8888

Email: pv@energytrust.org

After a complete Preliminary Incentive Application has been submitted, a Solar program representative will contact the Applicant to discuss the proposed project in more detail and ensure that they understand the technical installation requirements the system will be required to meet in order to receive an Energy Trust incentive.

Notification of preliminary incentive reservation

If Energy Trust approves the application for a preliminary incentive reservation, the Program will send a **Notice of Preliminary Incentive Reservation** to the Applicant. The **Notice of Preliminary Incentive Reservation** will include the system size, reserved incentive amount and the maximum time period that the preliminary reservation period will be in effect – the "Preliminary Reservation Period" – which is usually nine months.

Preliminary Incentive Reservations are temporary. During the Preliminary Reservation Period, the Applicant must a) complete a competitive public procurement process, b) engage the services of a solar electric trade ally contractor, and c) prepare and submit a final Solar Electric Incentive Application. These progress milestones are described the terms and conditions of the **Form 206PE**, as well as the **Notice of Preliminary Incentive Reservation**.

If these milestones are met, the project's incentive reservation will be continued for an additional 12 months (per the Terms & Conditions of the final Incentive Application), during which time the system must be installed.

Project revisions during the reservation period

If, during the Preliminary Reservation Period, details about the project change in any way from those described in the Preliminary Incentive Application, the Applicant must notify the Solar program via email. Energy Trust will review the changes to determine whether or not the system is still eligible for incentives. If a change impacts the preliminary incentive amount, Energy Trust will send a **Revised Notice of Preliminary Incentive Reservation** to the Applicant organization.

Any revisions are subject to eligibility requirements and funding availability at the time of the change request.

Engaging a Solar Electric Trade Ally

After engaging an Energy Trust solar electric trade ally contractor through a competitive public procurement process, the Applicant should immediately inform the trade ally of the preliminary incentive reservation and work with them to submit a final Incentive Application package (including a **Form 220C-PC** or **Form 220T-PC: Solar Electric Incentive Application**) before purchasing any equipment or beginning any other installation activities.

The trade ally should submit a final incentive application as soon as possible in order to avoid any risk of the preliminary incentive expiring. Once the final, trade ally-submitted incentive application has been reviewed and approved by Program staff, a **Notice of Incentive Reservation** will be issued via email to the Applicant and the trade ally. This incentive reservation will reflect the incentive rate in place at the time of the preliminary incentive reservation. This notice supersedes and replaces any previously issued preliminary incentive reservation for a system.

Preliminary Incentive Reservation Expiration

Upon expiration of the preliminary reservation period, Energy Trust automatically cancels the preliminary incentive reservation. If an Applicant fails to meet the milestones set forth in the Preliminary Incentive Reservation within the allotted timeframe, they will lose their reservation. They may subsequently work with a trade ally to submit a standard Incentive Application, but this application will be subject to the Program requirements, incentive rates and budget availability in effect at the time of such re-submittal.