



# Solar PV Production Based Incentive Program Procedures

The process for administering Austin Energy's (AE) Solar Production Based Incentive (PBI) Program will consist of the following steps:

## I. Contractor Selection

- A. Customer solicits contractors for bids. (AE recommends that the customer receives at least three bids and checks references.)
- B. Decision is made on size and layout.
- C. Contractor evaluates electrical system for compatibility.
- D. Contractor presents PVWATTS analysis to customer.
- E. Contractor prepares price quotation which includes any necessary panel upgrades and completes PBI application for customer's approval and signature.

## II. Application Submittal

- A. PBI application is submitted to AE's PBI processing group by an AE registered solar contractor.
- B. PBI application submittal must include
  - a. PBI Application
  - b. PVWATTS analysis
  - c. Renewable Energy Credit (REC) Agreement
  - d. System Layout
  - e. Installation Contract (optional)
  - f. Contractor must submit W-9 for recipient of incentive funds.
- C. Solar Inspector evaluates proposed system for solar access compliancy.
  - a. If compliancy can not be achieved customer and contractor are notified.

## III. Funding

- A. AE evaluates budget for available funds.
- B. If available funds exist, AE issues a Letter of Intent (LOI) to customer and contractor.
  - a. If no contract is submitted with the application the LOI serves to encumber PBI funds for 60 days. During this time the contractor may request an extension with the submittal of the installation contract.
  - b. The extended LOI serves to encumber PBI funds for 120 days for existing construction and 180 days for new construction.
- C. If necessary, City Council approval is secured prior to issuance of Letter of Intent.
- D. Requests for LOI extensions must be submitted in writing prior to LOI expiration and approved by the Solar Program Manager.
- E. If Solar Rebate funds are depleted, customer is notified and application is kept on file until the end of the fiscal year or program revisions are made at which time the applications are returned to the applicant. If more funds become available qualifying applications will be honored on a first come first serve basis until funds are again exhausted.

## IV. Installation

- A. Contractor pulls required permit(s).
- B. Contractor installs PV system in accordance with Solar PBI Program Guidelines
  - a. It is incumbent upon the contractor to assure that PV system meets AE Solar Access Guidelines.
- C. Contractor submits the following documentation to AE PBI Processing Staff
  - a. Paid Customer Invoice
  - b. Five-Year Warranty Statement
  - c. Signed Check Request Form
  - d. Microgen Form
  - e. Inverter Specification Sheet
  - f. Module Specification Sheet

- g. String Sizing Calculator
  - h. Wiring Diagram
  - i. Current PVWATTS
  - j. Solar Installation Checklist
  - k. Make, Model and Serial Numbers of Modules and Inverters
  - l. Copy of LOI
- D. Contractor contacts AE field inspection coordinator to schedule final inspection.
- E. Contractor verifies all permits have been finalized.

#### **V. Final Inspection**

- A. AE Field inspector verifies:
  - a. Panel and Inverter Model Numbers
  - b. Orientation and Tilt of Panels
  - c. Checks For UL1741 Compliancy
  - d. Proper Permits Were Pulled
  - e. Customer Has Been Informed of Any Changes
  - f. Consistency Between Installation Rebate and Invoice
- B. AE Field inspector inspects for
  - a. Solar Access Compliance
  - b. Installation Mounting
  - c. Code Compliance
  - d. System Design
  - e. Neat, Workmanlike Installation
  - f. Grounding And Surge Protection

#### **VI. Final Inspection Processing**

- A. AE PBI Processing Staff will review and ensure account folder contains:
  - a. Rebate Application
  - b. Energy Efficiency Documentation
  - c. System Layout
  - d. REC Agreement
  - e. Paid Customer Invoice
  - f. Five-Year Warranty Statement
  - g. Signed Check Request Form
  - h. Microgen Form
  - i. Inverter Specification Sheet
  - j. Module Specification Sheet
  - k. String Sizing Calculator
  - l. Wiring Diagram
  - m. Current PVWATTS Report
  - n. Solar Installation Checklist
  - o. AE Meter Number
  - p. Make, Model and Serial Numbers of Modules and Inverters
  - q. LOI
  - r. Final Checklist
  - s. Final Inspection Form
  - t. Solar Activity Log
- B. Field Inspector prepares and signs final inspection form and submits account folder to Administrative Assistant for rebate processing.
- C. Rebate check is sent to designated recipient on Check Request form.

***The Austin Energy guidelines and rebate levels are subject to change at any time, without notice.***

#### **Austin Energy – Power Saver™ Program – Commercial Rebate**

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