

# Energy Efficiency Alberta

## Residential and Commercial Solar Program Guidebook



*Energy Efficiency Alberta reserves the right to amend this Guidebook and/or its Terms and Conditions at any time without notice.*

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## 1.0 Program Overview

The Residential and Commercial Solar Program (herein the RCSP) provides financial rebates to Alberta homeowners, businesses, and non-profit organizations who install solar photovoltaic (PV) systems on their homes, businesses, and facilities in the Province.

## 2.0 Eligibility

### 2.1 Eligible Participants

The following organizations are eligible to participate in the Residential and Commercial Solar Program:

- a. All homeowners with homes in the Province. Single and multi-family homes are eligible.
- b. All businesses with facilities in the Province.
- c. Non-profits with facilities in the Province except facilities that qualify under the Alberta Municipal Solar Program (AMSP). Non-profit community-related organizations (CROs) with a project located on municipally owned facilities or on municipally owned land qualify under the AMSP and will not be eligible for the RCSP.

A non-profit organization must be a legally incorporated entity under federal or provincial legislation and in good standing. For multi-unit residential dwellings, the condominium corporation may apply as a non-profit entity given that it has been incorporated under either federal or provincial legislation and in good standing. The condominium corporation must also own the roof or have long-term rights to the roof.

While the RCSP currently categorizes residential projects as ranging from 0 to 15 kilowatts, primarily due to average residential roof size, the end-use of the building will be taken into consideration.

### 2.2 Eligible Projects

To qualify for funding under the Residential and Commercial Solar Program, all projects must be:

- a. Grid connected and compliant with the Government of Alberta's [Micro-generation Regulation \(AR27/2008\)](#), as amended from time to time;
- b. System is designed and installed by a [qualified installer](#) (not self-installed) and system components meet the Canadian Standards Association (CSA) [requirements](#) for electrical safety, or equivalent certification to applicable Canadian standards;
- c. New installation, where "new" is defined as installations that have an interconnection approval from the wire service provider signed on or after April 15<sup>th</sup>, 2017, and installed within 6 months of the application date for residential systems and 12 months for commercial or non-profit systems. Additionally, all components must be new and cannot have been used in an energized solar array at any point in the past;
- d. Must not have received an incentive for a solar PV system on the same parcel/property (based on site ID) under this program or another provincial solar incentive program;
- e. System's modules must have at least a 20 year pro-rated warranty from the

manufacturer; and the System's inverter(s) and/or micro-inverter(s) must have at least a 10 year warranty from the manufacturer;

- f. System must be designed to produce at least 75% yield of a system with optimal azimuth, tilt, and shading at that location.

### 2.3 Ineligible Projects

The following project types are ineligible for the Residential and Commercial Solar Program:

- a. Projects eligible for the Alberta Municipal Solar Program (AMSP), the Alberta Indigenous Solar Program (AISP), Growing Forward On-Farm Solar PV Program, or any other provincial solar incentive program that may follow;
- b. Projects located on temporary structures;
- c. Off-grid solar PV systems and all solar thermal projects.

## 3.0 Financial Rebate

Homeowners, businesses, and non-profits are eligible to receive a financial rebate for the completion of a project through the Residential and Commercial Solar Program.

### 3.1 Residential and Commercial Solar Program Rebate Rates

Energy Efficiency Alberta agrees to pay a prescriptive per-watt rebate based on total installed system capacity (\$/W), in accordance with the rates defined in Table 3.1. Please note that systems sized in this document refer to cumulative project size in nominal DC watts.

**Table 3.1: Residential and Commercial Solar Program Rebate Rates**

	Residential (\$/watt)	Commercial or Non-Profit (\$/watt)
0 to 15 kW	\$0.75/watt	
0 to 5 MW		\$0.75/watt
Maximum payable incentive	The lesser of \$10,000 or 30% of eligible system costs	The lesser of \$500,000 or 25% of eligible system costs

### Eligible Expenses

Eligible expenses incurred by the applicant will be used to calculate the rebate value as described in Section 3.1 and must be outlined by the applicant in the RCSP Application. To be included in the rebate calculation, eligible expenses must be incurred by the applicant prior to project Part II approval.

The following expenses will be included in calculating the maximum payable incentive:

- a. expenses for the purchase of the solar PV equipment for the project (i.e. solar PV modules, racking, inverters, transformer (if any), cabling, conduit, fittings, disconnects and monitoring interface);
- b. expenses for the design, development, energy modelling, engineering (structural, electrical, civil, geotechnical), specification, procurement, and construction of the

project;

- c. expenses for obtaining the required electrical permit and grid-connected approvals, and any required building and development permits;
- d. expenses for completing the required electrical inspection and building inspection for the project; and
- e. Expenses borne by the applicant for transmission and distribution system upgrades necessary to obtain interconnection approval.

### 3.2 Ineligible Expenses

Expenses that are ineligible for reimbursement through the Residential and Commercial Solar Program include:

- a. Goods and Services Tax (GST);
- b. expenses for the operation and maintenance of a project;
- c. lease payment expenses incurred after the project is energized;
- d. batteries or battery storage units connected to the solar PV system;
- e. expenses incurred by the applicant to complete the Residential and Commercial Solar Program Application;
- f. expenses incurred by the applicant to prepare documents, process invoices, or other administrative and internal costs; and
- g. any other expense deemed by Energy Efficiency Alberta to be ineligible.

### 3.3 Incentive Disbursement

The approval and allocation of qualified funds will occur on a first-come, first-served basis based on Application Part I approval dates. Applicants will be placed into the first-come, first-served queue in the order in which they submit a completed Residential and Commercial Solar Program Application to the satisfaction and approval of the program administrator. All residential systems must be completed and interconnected within 6 months of their Part I approval date and all commercial and non-profit systems must be completed and interconnected within 12 months of their Part I approval date. Any systems that do not complete their system and their Part II application within these time frames is subject to removal from the payment queue and must reapply if they still wish to participate in the program. When available funding is fully committed, applicants will be automatically placed on a waiting list in their order of Part I approval and any additional funds that become available will be distributed to systems on the waiting list queue.

The Residential and Commercial Solar Program rebate will be paid to the applicant by direct deposit to their bank account after the applicant has completed Part II of their application and provided all supporting documentation that the program administrator requires to verify that the project is complete. The application process is described in Section 4.0.

The Residential and Commercial Solar Program will not automatically gather any personal information from you. If you choose to partake in the RCSP, send us an email or use our contact form to contact the program administrators, you will be providing us with personal information including your name, e-mail address, mailing address, phone number and direct deposit banking information. The banking information that is collected consists of the bank branch number and the routing number, and is the same data that appears on the front of a cheque. This information is only used to process and respond to your question or comments, and is collected in compliance with section 33 (c) and section 34 (1)(k)(i) of the *Freedom of Information and Protection of Privacy Act* (the FOIP Act). This information is not disclosed except to authorized personnel who need it to answer your question or process your

application.

## 4.0 How to Participate

All applications for the program will be completed through the program's online application system at [www.encyalberta.ca/solar](http://www.encyalberta.ca/solar). The application can be completed by either the applicant or the applicant's installer, contractor, or designated representative. The applicant may opt to assign the payment of the rebate directly to the contractor upon project completion with an approval and declaration form signed by applicant. Additionally, leased systems and systems under a power purchase agreement or financing agreement where the host (owner of the location where the system is installed) is a different entity from the owner of the system may opt for payment to go directly to the system owner with the host's signed approval.

The application is a two part process. Upon completion of Part I, a conditional approval will be issued by email. This will guarantee distribution of funds if the project is completed as approved within the allotted time limit. Once the project has been completed and an interconnection approval received, the applicant can complete Part II of the application, which will trigger payment of the incentive.

Both Part I and Part II approvals can be expected within one week of submission unless additional information is required. Payment by direct deposit can be expected to arrive in the customer's bank account within 10 to 15 business days of Part II approval.

Applicants who require additional assistance with the application process can contact the program administrators at [solaralberta@inclimesolutions.ca](mailto:solaralberta@inclimesolutions.ca) or (587) 287 1903.

### Step 1: Complete a Part I application

The applicant/installer/contractor/designated representative (herein the "Applicant") must create an account at [www.encyalberta.ca/solar](http://www.encyalberta.ca/solar). An installer or contractor may also create a single account to submit multiple applications on behalf of the systems they install.

Once an account has been created, the following information is collected for the Part I application:

#### Customer Information:

- Name (for residential projects); Company name and primary contact (commercial only)
- System owner and system host, where applicable
- Business description (commercial only)
- Location
- Site ID
- Utility name
- Average annual consumption

- Peak usage and timing (commercial only)

**Project Details:**

- Total project costs
- Solar contractor company name and business number
- Type of mounting used
- Estimated and actual milestone dates: application, permitting, interconnection, on-line, inspection (if applicable)
- Financing information (if applicable)

**System Details and Performance:**

- Panel nameplate capacity (DC and AC rating)
- CEC PTC rating (California Environmental Commission PVUSA Test Calculation rating)
- Design factor (including shading assessment)
- Azimuth and Tilt
- Tracking type
- PV module manufacturer
- PV module model number
- PV module quantity
- PV module warranty length
- Inverter manufacturer
- Inverter model number
- Inverter quantity
- Inverter warranty length

The Part I application will be reviewed once submitted and the program administrator will contact the applicant by email if any additional information is required. Applicants will be able to check the status of their Part I approval and submit any additional required information on their dashboard at [www.energycalberta.ca/solar](http://www.energycalberta.ca/solar).

The applicant will be notified by email when their Part I application is approved, at which time their funding will be reserved subject to project completion as submitted and approved and within the allowable timeframe.

**Step 2: Complete the Part II Application**

Once a project has been completed, the Applicant must return to the application portal at [www.energycalberta.ca/solar](http://www.energycalberta.ca/solar). The following information must be submitted:

- Copy of interconnection approval (also known as an Inter-operating Agreement or Interconnection Agreement) from your wire service provider.

- Confirmation and Claim Form signed by the customer and installer (generated within the application system)
- Final invoice for the project
- Photo(s) including all panels, inverters, and meters clearly showing CSA or equivalent Canadian certification approval labels
- Applicant's bank information for direct deposit of rebate payment

### **Step 3: Direct Deposit of Funds**

The program administrator will review the Part II application once submitted and disburse funds via direct deposit when all required information has been provided. The Applicant can expect the funds to be deposited into their account within 10 to 15 business days upon completion of Part II application and receipt of approval.

## **5.0 Reporting Requirements**

The Applicant shall fully cooperate with Energy Efficiency Alberta in reporting progress on the project.

The Applicant consents to Energy Efficiency Alberta releasing any information contained in the Application, or related to it, and obtained by Energy Efficiency Alberta in the course of verifying or auditing the Application, to any other government department, agency or other public body for the purposes of verifying this Application, determining the Applicant's eligibility for this Program, or both, as subject to the *Freedom of Information and Personal Privacy Act* (the FOIP Act). The Applicant expressly authorizes Energy Efficiency Alberta to obtain information from any government department, agency or other public body to verify the contents of this Application and to determine the Applicant's eligibility for this program.

Energy Efficiency Alberta will only collect, use and retain or destroy such collected information in accordance with applicable laws in the Alberta.

## **6.0 Evaluation, Measurement and Verification**

### **6.1 Verification**

Any Applicant receiving an incentive payment may be contacted by a third-party evaluator retained on behalf of Energy Efficiency Alberta to verify project installation or be asked to complete a written, oral or electronic participant survey.

The Applicant must submit documentation to establish, to the satisfaction of the RCSP administrator, that the Applicant incurred and paid all of the Eligible Expenses reported. All items on an invoice submitted by the Applicant must be listed separately, and the cost for each Eligible Expense must be clearly identified.

The Applicant must also provide any other documentation requested by the program administrator. If the Applicant fails to provide information within a reasonable time on reasonable notice, as determined by Energy Efficiency Alberta, for the audit and evaluation of the project, the Applicant may be required to refund any payments received under the Program, as well as forfeit any future payments under the Program.

### **6.2 Inspection**

If an Application is approved, for three years following Part II approval, Energy Efficiency

Alberta or its designees are entitled, at a reasonable time and upon reasonable notice to the Applicant, to attend the residence or business operation of the Applicant for the purpose of examining items pertinent to the Project in order to assess whether the Applicant is in compliance with these program conditions, and to conduct other measurement and verification activities if necessary.

## **7.0 Remedies and Warranties**

### **7.1 Refunds**

The Applicant shall immediately refund to Energy Efficiency Alberta any payment received under the Program not in accordance with the Program Terms and Conditions and the Grant Agreement upon notice being provided to the Applicant by the Agency. Failure to make repayment as required by the Agency creates a debt owing to the Provincial Crown that can be set off against any money the Provincial Crown owes to the Applicant.

### **7.2 Right of Set-Off**

The Applicant agrees that Energy Efficiency Alberta may set-off against any other grant or amount payable to the Applicant under any programs administered within Energy Efficiency Alberta any amounts that become repayable by the Applicant to the Agency under this Program.

### **7.3 False or misleading information**

An Applicant who provides false, misleading or incomplete information under this Program forgoes all rights to benefit from this Program.

### **7.4 Environmental Attributes or Products**

The Applicant agrees to convey ownership to Energy Efficiency Alberta, or its successors, all environmental attributes and environmental products that are available or may become available from this project in any jurisdiction, including but not limited to renewable energy certificates, solar renewable energy certificates, and carbon credits or carbon offset credits. Energy Efficiency Alberta retains the right to adjust program guidelines in accordance to amendments to the Government of Alberta's legislation, policies, or protocols surrounding greenhouse gas emissions, carbon counting or the carbon offset system.

### **7.5 Limitation of Liability**

Energy Efficiency Alberta's sole liability is limited to paying the properly qualified rebates specified herein.

Participant acknowledges that any Service Provider, installation contractor, or other solar provider selected by the Participant is not an agent, contractor or subcontractor of Energy Efficiency Alberta.

Energy Efficiency Alberta shall have no obligation to maintain, remove or perform any work whatsoever on the solar PV system or equipment installed.

Neither Energy Efficiency Alberta nor any of its affiliates shall be liable to the Applicant or to any other party for a Service Provider's and/or installation contractor's failure to perform, for failure of the solar PV equipment to function, for any damage to the Applicant's premises caused by the Service Provider and/or installation contractor, or for any and all damages to property or injuries to persons caused by or arising from any activities associated with this

program.

## Residential and Commercial Solar Program Checklist

### Step 1: Submit a Part I Application

- Complete and submit a Part I application at [www.energycanada.ca/solar](http://www.energycanada.ca/solar).

### Step 2: Submit a Part II Application

- Build the solar PV system per the Part I application and obtain all required approvals or permits to install and operate.
- Complete Part II of the application at [www.energycanada.ca/solar](http://www.energycanada.ca/solar).

### Step 3: Direct Deposit of Funds

- Await direct deposit of funds and be prepared for potential system inspection.

## Contact Us

Questions about the Residential and Commercial Solar Program may be directed to Energy Efficiency Alberta's Residential and Commercial Solar Program administrator, InClima, at:

Telephone: 1 (587) 287 1903

E-mail: [solaralberta@inclimesolutions.ca](mailto:solaralberta@inclimesolutions.ca)