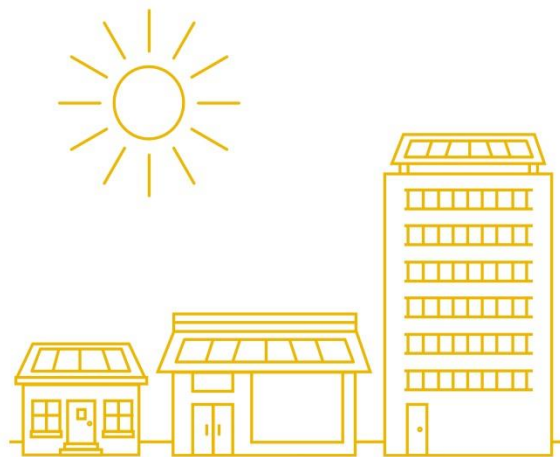


# Energy Efficiency Alberta

## Residential and Commercial Solar Program Terms and Conditions



Updated: November 2018

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## 1.0 Definitions

- i. Solar Photovoltaic (PV) System: A solar PV system is a power system designed to supply usable solar power by means of photovoltaics.
- ii. Solar PV System owner: The owner of the solar PV system. This can be an individual or company.
- iii. Solar PV system lessee: The individual or company leasing the solar PV system from a leasing company.
- iv. Applicant: The individual or company that completes the RCSP application.
- v. Solar PV system installer or “installer”: An individual or company that installs solar PV systems.
- vi. Program administrator: InClime Solutions Inc. They can be reached at solar@efficiencyalberta.ca or 1-587-287-1903.

## 2.0 Program Overview

The Residential and Commercial Solar Program (“RCSP”) delivered by Energy Efficiency Alberta (“EEA”) provides financial incentives to Alberta homeowners, businesses, qualifying institutions and registered 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 in the RCSP

The following participant types are eligible to participate in the RCSP:

- a. All homeowners with homes in the Province. Single and multi-family homes are eligible.
- b. All businesses with facilities in the Province.
- c. Institutional facilities in Alberta that are not eligible for other Provincial programs.
- d. Publicly funded post-secondary institutions found on the following list are eligible to participate in the RCSP: <http://advancededucation.alberta.ca/post-secondary/institutions/public/>. Note: These institutions are eligible under the commercial and institutional category.
- e. All non-profits with facilities in the Province that meet the following eligibility requirements\*\*\*.
  - Non-profit and volunteer-based organizations that are incorporated in and have an “active” status under one of the following Acts that own facilities in Alberta are eligible to participate in the RCSP in the non-profit category:
    - Societies Act of Alberta;
    - Companies Act, Part 9 (Not-for-profit companies);
    - Agricultural Societies Act;
    - Canada Not-for-profit Corporations Act and must be registered in Alberta under the federal Business Corporations Act; or
  - Eligible organizations are listed on the [Government of Canada Charities List](#) under the “Registered” status:
- f. Expansions to existing solar PV systems, however only the expansion portion of the system is eligible for the RCSP.
- g. Expansions to existing solar PV systems who have previously received funding through the RCSP, however all combined RCSP incentives may not exceed \$10,000 per Site ID for residential applicants and \$1,000,000 per Site ID for commercial, institutional and non-profit applicants.

- h. Schools from Grades K-12 with facilities in Alberta, that are operated as a private school authority type as per the Government of Alberta's authority type categories; <https://education.alberta.ca/alberta-education/school-authority-index/everyone/alberta-schools/> are eligible.
- Schools within School Authorities defined as Charter that are operating out of privately-owned facilities are eligible.
  - Schools within School Authorities defined as Provincial are eligible.

*\*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.*

*\*\* EEA reserves the right to classify non-profit participants if they do not appear on any of the registered charity or registered non-profit lists provided by the Province of Alberta or the Federal Government of Canada.*

*\*\*\* If your organization is not listed on the Alberta Non-Profit Listing but is incorporated under one of the Acts above, additional documents may be required. Please email [solar@efficiencyalberta.ca](mailto:solar@efficiencyalberta.ca)*

## 2.2 Eligible Solar PV Systems

To qualify for funding under the RCSP, all solar PV systems must comply with the following criteria:

- a. The solar PV system must be grid connected and compliant with the Government of Alberta's Micro-generation Regulation (AR27/2008), as amended from time to time;
- b. The solar PV system must be designed and installed by a qualified installer<sup>1</sup> (not self-installed) and all solar PV system components must meet the Canadian Standards Association (CSA) requirements for electrical safety or an equivalent certification to applicable Canadian standards;
- c. The solar PV system must be a new installation, where "new" is defined as installations that have an interconnection approval from the wire service provider signed no earlier than one year prior to the RCSP Part 1 application submission date. Additionally, all components must be new and cannot have been used in an energized solar array at any point in the past;
- d. The same parcel/property (based on site ID) must not have received an incentive for a solar PV system under another provincial solar incentive program;
- e. The following solar PV system equipment must carry these minimum warranty levels:
  - Modules: 20-year power performance and 10-year manufacturing
  - Inverter(s) and/or micro-inverter(s): 10-year manufacturing
- f. The solar PV system must be designed to produce a solar yield that is at least 70% of a system with optimal azimuth and tilt at that location. The solar yield is automatically calculated in the Part 1 application screen.

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<sup>1</sup> [https://tradesecrets.alberta.ca/sources/pdfs/occupation\\_page\\_supporting/photovoltaic\\_info\\_sheet.pdf](https://tradesecrets.alberta.ca/sources/pdfs/occupation_page_supporting/photovoltaic_info_sheet.pdf)

## 2.3 Ineligible Solar PV Systems

The following solar PV system types are **ineligible** for the RCSP:

- a. Solar PV systems that are eligible for the following programs;
  - i. Alberta Municipal Solar Program (AMSP);
  - ii. The Alberta Indigenous Solar Program (AISP);
  - iii. The Energy Efficiency Alberta Community Energy Capacity Building Program (CECB);
  - iv. The Alberta On-Farm Solar PV Program\*;
  - v. Any other provincial solar incentive program that may follow;
- b. Solar PV systems located on temporary structures.
- c. Solar PV systems installed on schools within the province of Alberta which serve Kindergarten (K) and/or a set of grades 1-12 and report to School Authorities classified as Public, Separate, Francophone, and Charter by Alberta Education are not eligible. Schools with the Charter authority type Federal, and Federal First-Nations are not eligible.
- d. Solar PV systems installed on municipally owned facilities or on municipally owned land that qualifies under the AMSP. This includes non-profit Community-Related Organizations (CROs) facilities, community leagues and community association buildings.
- e. Solar PV systems located on buildings owned by the Federal Government of Canada.
- f. Off-grid solar PV systems.
- g. Self-installed solar PV systems.
- h. All solar thermal projects;
- i. Solar PV systems owned by the federal or provincial government;
- j. Solar PV systems owned by industrial, institutional and commercial facility owners operating within the Province of Alberta who are classified as Large Final Emitters (LFE) or are facilities that have opted in to the Carbon Competitiveness Incentive Regulation (CCIR) are not eligible to apply for the RCSP. A Large Final Emitter (LFE) means facilities that are subject to the CCIR (formerly the Specified Gas Emitters Regulation). This applies to facilities that have emitted more than 100,000 tonnes of carbon dioxide equivalent (CO<sub>2</sub>e) in 2003 or any subsequent year.

\* Facilities with Canada Revenue Agency (CRA) reportable “farming income” less than \$10,000 gross annual revenue, aquaculture farms, and equestrian farms which are currently ineligible for the Growing Forward On-Farm Solar PV Program are eligible for the RCSP.

*Note: Most facilities that have a farm rate class from their wire services provider are eligible*

for the Alberta Growing Forward On-Farm Solar PV Program.

\*If you have questions about your facilities eligibility please contact us at solar@efficiencyalberta.ca

### 3.0 RCSP Application Deadlines

- Solar PV systems on existing residential homes must be energized and interconnected within 6 months of the Part I approval date.
- Commercial solar PV systems must be energized and interconnected within 12 months of the Part I approval date.

### 4.0 Financial Incentive

Homeowners, businesses, and non-profits are eligible to receive a financial incentive for the complete installation of a solar PV system through the RCSP.

#### 4.1 RCSP Incentive Rates

EEA agrees to pay a prescriptive per-watt incentive based on total installed solar PV system capacity (\$/W), in accordance with the incentive rates defined in Table 4.1. Please note that solar PV systems sized in this document refer to cumulative project size in nominal Direct Current (DC) watts.

**Table 4.1: Residential and Commercial Solar Program Incentive Rates**

Category	Residential	Commercial and Institutional	Non-Profit Organizations
Per Watt Payable Incentive	\$0.90/watt	\$0.75/watt	\$1.00/Watt
Maximum payable incentive	The lesser of \$10,000 or 35% of total eligible system costs	The lesser of \$1,000,000 or 35% of total eligible system costs	The lesser of \$1,000,000 or 35% of total eligible system costs

A residential solar PV system is any solar PV system where the electric bill associated with the site ID used in the RCSP application form is paid by a resident living at that location, or by another person on behalf of a resident living at that location. The RCSP application will remain a residential application regardless of co-location of a business or non-profit organization associated with the residence. **Note on AC/DC ratios. If your solar PV system is planned with a DC capacity that exceeds 150% of the inverter AC capacity, a written rationale is required. EEA reserves the right to fund only the installed capacity (KW DC) up to 150% of the inverter capacity (KW AC) at their sole discretion.**

#### 4.2 Eligible Expenses

Eligible expenses associated with the installation of a solar PV system will be used to calculate the incentive value as described in Section 4.1 and must be provided in the RCSP Application. To be included in the incentive calculation, eligible expenses must be incurred prior to project Part II approval. The following expenses are eligible for inclusion in the calculation of 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.

#### **4.3 Ineligible Expenses**

The following expenses are not eligible for inclusion in the calculation of the maximum payable incentive:

- 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, including interest expense;
- d. batteries or battery storage units connected to the solar PV system;
- e. expenses incurred by the applicant to complete the RCSP 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 EEA to be ineligible.

#### **4.4 Incentive Disbursement**

The approval and allocation of incentive funds will occur on a first-come, first-served basis based on Application Part I approval dates. RCSP applications will be placed into the first-come, first-served queue in the order in which they were Part I verified to the satisfaction and approval of the program administrator. All solar PV systems must be completed as per Section 3.0. Any RCSP applications that have not completed Part II of the application process within these time frames is subject to removal from the payment queue and must contact the program administrator if they still wish to participate in the program.

When available funding is fully committed, applications 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 applications on the waiting list queue on a first-come first -serve basis.

In any given fiscal year, EEA reserves the right to allocate a portion of incentive funds to serve residential participants exclusively.

The RCSP incentive will be paid by direct deposit to the bank account identified in the application, once Part II of the application has been completed and approved by the program administrator. The program administrator must verify that the project is complete by reviewing all required documentation, before the incentive will be paid. The application process is described in Section 5.0.



The RCSP will not automatically gather any personal information from you. As part of the application process personal information is gathered for the solar PV system owner or leasee including name, e-mail address, mailing address, phone number and direct deposit banking information. The banking information that is collected consists of the financial institution (bank) number, bank branch (transit) number, and the account number, and is the same data that appears on the front of a cheque. This information is only used to process your incentive payment 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). All personal information is not disclosed except to authorized personnel who need it to answer your questions or process your application.

#### 4.5 Municipal Programs

RCSP participants can stack the RCSP incentive with other municipal programs including;

- The City of Edmonton's [Changing Homes for Climate solar program](#)
- The City of Medicine Hat's [Hat Smart Solar Program](#)
- The Town of Banff's [residential solar program](#)
- The Town of Canmore's [residential and commercial solar program](#)
- [Brazeau County's solar program](#)
- EQUS [Solar Incentives and financing program](#)

*\*Please note municipal programs may have separate terms & conditions that apply specifically to those programs.*

## 5.0 How to Participate

All applications for the RCSP will be completed through the online application portal at [efficiencyalberta.ca/solar](http://efficiencyalberta.ca/solar). The application can be completed by either the solar PV system owner or lessee or the solar PV installer, contractor, designer, or designated representative. The application allows for the incentive payment to go directly to the solar PV installer with the completion of the "Assignment of Incentives Form" signed by the solar PV system owner or lessee and the solar PV installer. Additionally, leased systems and systems under a power purchase agreement or financing agreements the lessee of the solar PV system may opt for payment to go directly to the solar PV system leasing company with the lessee'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 per the conditions of Part I approval within the allotted time frame. Once the project has been completed and 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 identified bank account within 5 to 10 business days of Part II approval.

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

## 5.1 Step 1: Complete a Part I Application

The application can be completed by a; solar PV system owner, solar PV system lessee, solar PV installer, contractor, designer, or any other designated representative (herein the “Applicant”). The applicant must create an account at [efficiencyalberta.ca/solar](http://efficiencyalberta.ca/solar). A solar PV installer may also create a single account to submit multiple applications on behalf of each of their customers.

Once an account has been created, the following information is required to complete Part I of the application:

**Solar PV system installation address:** This is to identify the location where the solar PV system will be installed.

- Property owner name (for residential projects); Company name and primary contact (commercial projects)
- Address of location where the solar PV system will be installed

**Mailing address of solar PV system owner/lessee:** This is to identify the mailing address of the solar PV owner or lessee

**Solar PV owner/lessee details:**

- Applicant type (Commercial, residential, non-profit)
- Business type (in the case of commercial applicant type)
- Under SGER (this is a yes/no response to identify if your commercial facility is regulated under the [Carbon Competitiveness Incentive Regulation](#))
- Site ID (the site ID of the location where the solar PV system will be installed is required)
- Wire Services Provider (Provide the name of your wire services provider here)
- Last 12 months of electricity consumption in kilowatt hours (Kwh) (This is found on your utility bills)
- Peak electricity demand in Kwh and timing (commercial only)

**Solar PV system installation details:**

- Material costs (\$)
- Labour cost (\$)
- Permit costs (\$)
- Other costs (\$) (note: very high costs in this category may require an explanation at the discretion of the program administrator)
- Total project costs (\$) (this is the addition of material, labour, permitting and other costs)
- Is the electricity service for this site ID designated as a “farm rate class” (Y/N)

(Farm rate class designation can be determined by contacting your wire services provider)

- Does this solar PV system qualify for any other Provincial solar incentives? (Y/N) (You cannot participate in the RCSP AND any of the following solar incentive programs; Municipal Solar Program, Alberta Indigenous Solar Program, On-Farm Solar Program)
- Has your solar PV system received incentive from any other solar incentive programs? (Y/N) (In this field you can identify if you received funds from any Alberta municipal solar programs as listed in section 4.5)
- Solar PV installer company name (Eligible solar installers are available on a drop-down list)
- How is your solar PV system financed? (This can be self-financed, leased or loan)
- Wire Services Provider (Provide the name of your wire services provider here)
- Estimated interconnection date of your solar PV system
- Estimated online date of your solar PV system

**Solar PV system details:**

- Is the system grid connected (Y/N)
- Solar PV module manufacturer name
- Solar PV module #
- Solar PV module warranty length in years (Must be minimum of 25 years)
- Solar PV inverter model number
- Number of inverters utilized in solar PV system (this can be a fraction in the case of utilizing a 2 module micro-inverter for 1 module)
- Inverter warranty length in years (must be minimum of 10 years)
- Solar PV system tracking type (fixed, single axis, dual axis)
- Number of orientations of your solar PV system

**Details requested for each solar array:**

- Number of modules
- Rated capacity in Watts DC of modules (provide the rated capacity for one module in the array – this assumes all modules in the array have the same capacity)
- Array tilt angle (in degrees between 0 and 90)
- Array azimuth angle (in degrees between 0 and 360)
- Mounting location of the array (rooftop, ground)

**Solar PV system summary**

- Rated solar PV system capacity (W)
- Rated solar system inverter AC capacity (W)
- PV Watts Estimated annual production (kwh)
- Optimal PV Watts annual production (Kwh) (this is the value of production if the solar PV system is at the ideal azimuth and tilt at your location)
- Percent of PV Watts optimal achieved by this solar PV system (%) (This is calculated automatically using; PV Watts estimated production/optimal PV watts annual production)

**Incentive information**

- EEA incentive amount (\$)
- Incentive recipient type (solar PV system installer/owner/lease/leasing company)
- Name of incentive recipient (individual or company name)
- Assignment of incentive form (This form can be downloaded and completed or completed online)
- Name of person completing the application
- Role of person completing the application
- Attestation confirmation (this is where the system owner, lessee or authorized agent agrees with the RCSP Terms and Conditions)
- Date of submission of part I of the application (this is a date stamp generated automatically when part I is submitted to the program administrator)

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 on their dashboard at [efficiencyalberta.ca/solar](http://efficiencyalberta.ca/solar). Any additional required information should be emailed to the program administrator at [solar@efficiencyalberta.ca](mailto:solar@efficiencyalberta.ca).

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 time frame.

## 5.2 Step 2: Complete the Part II Application

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

- Copy of the signed interconnection approval (also known as an Inter-operating Agreement or Interconnection Agreement) from your wire services provider.
- Copy of the signed Incentive Confirmation and Claim Form completed by the customer and installer (generated within the application system).
- Final itemized invoice for the project to account for all program-eligible costs submitted in Part 1 of the application. The invoice must break out at a minimum;
  - o Material costs
  - o Equipment costs
  - o Permitting costs
  - o Labor costs
  - o GST
- Photo that clearly shows all modules;
- Photo of the inverter(s) or micro-inverter label that clearly shows the Canadian Standards Association (CSA), UL, or equivalent Canadian certifications;
- Photo of the module label that clearly shows the Canadian Standards Association (CSA), UL, or equivalent Canadian certifications;
- Photo of the inverter display or if micro-inverters were used, include a photo of microinverter communications unit screen that clearly show the total system production to date (kWh).
- Applicant can optionally provide inverter login information to allow EEA to access solar PV system production information for program evaluation and analysis purposes.
- If the solar PV system is located at a rural property, location coordinates may be requested so that the program administrators can accurately locate the property for verification purposes.
- Applicant's bank information for direct deposit of incentives payment.
- Signed Data Sharing Agreement acknowledging EEA's request to access system generation data from the solar PV system (accepted/declined on application)

## 5.3 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 5 to 10 business days upon completion of Part II application and receipt of approval.

## 6.0 Reporting Requirements

- The Applicant shall fully cooperate with EEA in reporting progress on the project.
- The Applicant consents to EEA releasing any information contained in the Application, or related to it, and obtained by EEA 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 Protection of Privacy Act* (FOIP Act). The Applicant expressly authorizes EEA 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.
- EEA will only collect, use and retain or destroy such collected information in accordance with applicable laws in Alberta.

## 7.0 Evaluation, Measurement and Verification

### 7.1 Verification

Any Applicant receiving an incentive payment may be contacted by a third-party evaluator retained on behalf of EEA to verify the solar PV system was installed as per the application. The applicant may be asked to complete a written, oral or electronic participant survey.

The Applicant must submit documentation to establish, to the satisfaction of the program administrator, that the Applicant incurred and paid all 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 EEA, 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.

### 7.2 Inspection

If an Application is approved, for three years following Part II approval, EEA 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 solar PV system in order to assess whether the Applicant is in compliance with these program terms and conditions, and to conduct other measurement and verification activities if necessary.

## 8.0 Remedies and Warranties

### 8.1 Refunds

The Applicant shall immediately refund to EEA any payment received under the RCSP not in accordance with the RCSP Terms and Conditions and the RCSP Incentive Confirmation and Claim Form upon notice being provided to the Applicant by EEA. Failure to make repayment as required by EEA creates a debt owing to the Provincial Crown that can be off-set against any money the Provincial Crown owes to the Applicant.

### 8.2 Right of Set-Off

The Applicant agrees that EEA may off-set against any other grant or amount payable to the Applicant under any programs administered within EEA any amounts that become repayable by the Applicant to EEA under the RCSP.

### 8.3 False or misleading information

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

### 8.4 Environmental Attributes or Products

The Applicant agrees to convey ownership to EEA, or its successors, all environmental attributes and environmental products that are created or are otherwise arises from this solar PV system in any jurisdiction, including but not limited to renewable energy certificates, solar renewable energy certificates, or carbon offset credits.

Notwithstanding the foregoing, conveyance of ownership to environmental attributes and environmental products by Applicants located in Medicine Hat, Alberta who are also participants in Medicine Hat's solar incentive program will be governed by the agreement entered into between EEA and the City of Medicine Hat with respect to the allocation of such environmental attributes and environmental products.

EEA retains the right to adjust program terms and conditions in accordance to amendments to the Government of Alberta's legislation, policies, or protocols surrounding greenhouse gas emissions, carbon accounting or the carbon offset system. The Applicant further attests that said attributes have not been claimed, sold or otherwise transferred to another party.

### 8.5 Limitation of Liability

EEA's sole liability is limited to paying the properly qualified incentives specified herein.

The Applicant acknowledges that any Service Provider, solar PV system installer, or other solar provider selected by the Applicant is not an agent, contractor or subcontractor of EEA.

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

Neither EEA 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.

## Contact Us

Questions about the Residential and Commercial Solar Program may be directed to EEA's Residential and Commercial Solar Program administrator, InClima Solution Inc., at:

Telephone: 1 (587)-287-1903

E-mail: [solar@efficiencyalberta.ca](mailto:solar@efficiencyalberta.ca)