

# Energy Efficiency Alberta

## Residential and Commercial Solar Program Terms and Conditions



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## 1.0 Program Overview

The Residential and Commercial Solar Program (RCSP) administered by Energy Efficiency Alberta (EEA) provides financial incentives 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 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. All non-profits\* with facilities in the Province with certain exceptions per section 2.3 below.
- d. Expansions to systems installed prior to April 15, 2017, however only the expansion portion of the system is 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.*

### 2.2 Eligible Projects

To qualify for funding under the RCSP, all projects must comply with the following criteria:

- a. The 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 system must be designed and installed by a [qualified installer](#)<sup>1</sup> (not self-installed) and all system components must meet the Canadian Standards Association (CSA) [requirements](#) for electrical safety or an equivalent certification to applicable Canadian standards;
- c. The system must be a new installation, where "new" is defined as installations that have an interconnection approval from the wire service provider signed on or after April 15, 2017. 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 this program or another provincial solar incentive program;
- e. The following 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 system must be designed to produce a solar yield that is at least 75% 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 Projects

The following project types are ineligible for the RCSP:

- a. Projects 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 Growing Forward On-Farm Solar PV Program\*;
  - v. Any other provincial solar incentive program that may follow;
- b. Projects located on temporary structures;
- c. Non-profit community-related organizations (CROs) with a project located on municipally owned facilities or on municipally owned land that qualify under the AMSP;
- d. Projects located on federal buildings;
- e. Off-grid solar PV systems;
- f. Self-installed solar PV projects;
- g. All solar thermal projects;
- h. Projects owned by a federal or provincial government;
- i. Organizations and businesses that fall under the Carbon Competitiveness Incentive Regulation (CCIR). This includes organizations and businesses that have opted-in to the CCIR.

\* Locations 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.*

## 3.0 RCSP Application Deadlines

- Projects on existing residential homes must be energized and interconnected within 6 months of the Part I approval date.
- Commercial projects 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 completion of a project through the RCSP.

#### 4.1 RCSP Incentive Rates

EEA agrees to pay a prescriptive per-watt incentive based on total installed system capacity (\$/W), in accordance with the incentive rates defined in Table 4.1. Please note that 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**

	<b>Residential (\$/watt)</b>	<b>Commercial or Non-Profit (\$/watt)</b>
Per Watt Payable Incentive	\$0.75/watt	\$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

A residential system is any system where the electric bill associated with the site ID used in the application is paid by a resident living at that location, or by another person on behalf of a resident living at that location. The application will remain a residential application regardless of co-location of a business or non-profit organization associated with the residence.

Any system which is not a residential system will be considered a commercial or non-profit system, depending on the entity paying the electric bill associated with the site ID of that RCSP application.

**Note on AC/DC ratios. If your project 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 incurred by the applicant will be used to calculate the incentive value as described in Section 4.1 and must be outlined by the applicant in the RCSP Application. To be included in the incentive calculation, eligible expenses must be incurred by the applicant 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;
- 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 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 RCSP Application to the satisfaction and approval of the program administrator. All systems must be completed as per Section 3.0. 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 contact the program administrator 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 RCSP incentive will be paid to the applicant by direct deposit to their chosen 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 5.0.

The RCSP 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 connect with the program administrators. As part of the application process 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 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.

## 5.0 How to Participate

All applications for the program will be completed through the program's online application system at [efficiencyalberta.ca/solar](http://efficiencyalberta.ca/solar). The application can be completed by either the applicant

or the applicant's installer, contractor, designer, or designated representative. The applicant may opt to assign the payment of the incentive directly to the contractor upon project completion with an Assignment of Incentives Form signed by the 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 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 customer's 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 applicant/installer/contractor/designer/designated representative (herein the "Applicant") must create an account at [efficiencyalberta.ca/solar](http://efficiencyalberta.ca/solar). An installer or contractor 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 the Part I application:

#### **Customer Information:**

- Name (for residential projects); Company name and primary contact (commercial projects)
- System owner and system host, where applicable
- Business description (commercial only)
- Location
- Site ID
- Wire Services Provider (WSP)
- Average annual electricity consumption in kilowatt hours (Kwh)
- Peak electricity consumption and timing (commercial only)

#### **Project Details:**

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

### **System Details and Performance:**

- Solar module nameplate capacity (DC rating)
- Solar inverter nameplate capacity (AC rated output)
- Array azimuth
- Array tilt
- Type of array mounting used
- PV module manufacturer
- PV module model number
- PV module quantity
- PV module warranty length
- Inverter manufacturer
- Inverter model number
- Inverter quantity
- Inverter warranty length
- Solar yield (calculated)

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 completed, 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 service 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 Equipment costs
  - o Permitting costs
  - o Labour costs
  - o GST

- Photo that clearly shows all modules;
- Photo of the inverter(s) or micro-inverter nameplate that clearly shows the Canadian Standards Association (CSA), UL, or equivalent Canadian certification approval; labels;
- Photo of the module label that clearly shows the Canadian Standards Association (CSA), UL, or equivalent Canadian certification approval labels;
- 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 login information to allow EEA to access system monitoring information for program evaluation 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 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 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 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.

## **8.0 Remedies and Warranties**

### **8.1 Refunds**

The Applicant shall immediately refund to EEA any payment received under the Program 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 this Program forfees all rights to benefit from this Program.

### **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 project 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 guidelines 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 installation contractor, 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, InClimate Solution Inc., at:

Telephone: 1 (587)-287-1903

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