



Solar Rebate Application for Income-Qualified Multifamily Residential Properties

The MCE Multifamily Income-Qualified Photovoltaic Rebate Program (Program) was developed to reduce the cost of photovoltaic (PV) solar systems in multifamily properties and benefit low-income tenants directly from electricity bill savings. The Program offers a \$0.41/Watt (AC) rebate based on of the CEC-AC output rating from the California Solar Initiative Solar Calculator (Program Rebate) located here: <http://www.csi-epbb.com/default.aspx>.

Eligible Properties

To be eligible for the rebate, the property owner must meet the following requirements:

1. Property is income-eligible:
 - A Deed Restricted property with at least 66% of households at or below 80% the Area Medium Income (AMI), **OR**
 - A property with a non-profit housing developer that can provide documentation that at least 66% of households are at or below 80% AMI, **OR**
 - The property has completed MCE's Low-Income Families and Tenants (LIFT) income verification process;
2. The meter account that is tied to the solar system is enrolled into MCE's service; **AND**
3. The PV system must be purchased and/or building permits signed after 4/1/18. MCE will not accept applications for rebates once funds are exhausted and/or after the Program is completed on 3/31/19.

How to Apply for a Program Rebate

Submit the following materials to MCE to be considered for a Program Rebate:

1. Completed Property Owner Application for the MCE Multifamily Income-Qualified PV Rebate Program (see Page 4 below);
2. Residents Benefits Proposal: A written proposal, from the property owner stating how tenants will benefit from the installed PV system.
 - If tenant accounts are to receive 50% or more of the financial benefit from the system output provided by PV generation, property owners shall provide the allocation sheet that indicates which meters will be offset through the PV output.
 - If tenant accounts will not receive a financial benefit from the PV generation, property owners shall describe how the electricity bill savings will be reinvested in the property in a way that provides benefits to existing tenants.

3. Documentation showing property is income-eligible;
4. Documentation showing the metered account tied to the PV system is enrolled in MCE service;
5. Documentation showing the PV system was purchased and/or building permits signed after 4/1/18.
6. A print out of the California Solar Initiative (CSI) EPBB Standard PV current calculator analysis (<http://www.csi-epbb.com/default.aspx>) and provide all documents that verify the inputs used in the calculation (PV Module type, number of modules, mounting method, inverter type, number of inverters, array tilt and array azimuth).

Send the required materials to mfsolar@mceCleanEnergy.org with "MF Rebate" in the subject line or by mail at:

*MCE Solar Rebate Program
1125 Tamalpais Ave.
San Rafael, CA 94901*

Application Evaluation Process

Each application for rebate will be evaluated to verify the property is eligible and to determine which property provides the most benefit to its tenants from the installed PV system in order to receive the rebate. The benefit to tenants, as described in the proposal submitted with the application, will be evaluated on one of the following applicable criteria:

1. Benefit to tenant is directly through allocation of system output to tenants:
 - 50% of the system output is allocated equally to all tenants of the property.
2. Benefit to tenant is through some other reinvestment of energy bill savings in the property as describe in the written proposal:
 - Does the proposal reasonably benefit tenants? For example, a property will invest in property safety improvements, undertake an energy efficiency project or construct a community garden.
 - How likely is the cost of the proposal to be reasonably covered by the electric bill savings generated from the PV system, i.e., the PV Project Return?

MCE will estimate bill savings using the estimated annual kWh output of the PV system, MCE's current Residential E1 electricity rate and the cost of installing the system to estimate lifetime benefits to the property owner over an estimated 30-year equipment life.

$$\text{Cost of System} - (\text{Lifetime kWh Output}) * (\$0.068/\text{kWh}) = \text{PV Project Return}$$

MCE will reserve rebate funds for properties that have been selected based on the design of the PV system (PV Module type, number of modules, mounting method, inverter type, number of inverters, array tilt and array azimuth) in the application.

System Verification

Once construction is complete, the property owner must submit to MCE:

1. An updated CSI-EPBB calculator output as well as supporting documentation for technology types used to verify the details of the system as built.

2. Proof of Project Completion: Permission to Operate (PTO) letter from PG&E.

MCE will review the submitted documents and once the system has been verified, MCE will mail a rebate check to the property owner.

Receiving the Rebate

It will take approximately 30 days from the time MCE completes the system verification to the time you receive your rebate check in the mail. You will be notified as soon as your rebate has been processed for payment. MCE will send a rebate check based on the installed system configuration but the maximum rebate amount issued will be the amount confirmed in the Rebate Reservation form, unless otherwise approved in writing by MCE.

Schedule a free energy efficiency consultation

MCE strongly recommends scheduling a free energy audit at your property to improve your efficiency and maximize the benefits from a solar installation. More information for a consultation can be found below.

For your free Energy Efficiency consultation please contact:

MCE's Multifamily Energy Efficiency Program at ee@mcecleanenergy.org or call 1-415-464-6026.

We are committed to helping you find the resources you need and answering any questions you might have. Please contact us at info@mceCleanEnergy.org or call 1-415-464-6010.

Multifamily Income-Qualified Photovoltaic (PV) Rebate Program

Property Owner Application Form

CUSTOMER INFORMATION

Name of Property Owner

Project ID (Internal use only)

Property address

Organization name

City State Zip

PG&E Account Number

Total number of dwelling units at property

Total number of eligible units (Internal use only)

SYSTEM INFORMATION

System Size (kW) CEC-AC output rating

CONTACT INFORMATION

Contact Name

Contact Title

Contact Phone

Contact Email

RESIDENT BENEFITS PROPOSAL

MCE requires the Property Owner or the manager to submit a written proposal stating how tenants will benefit from the installed photovoltaic (PV) system. If tenant accounts are to receive a financial benefit directly from system output provided by PV generation, property owners shall provide the allocation sheet that indicates which meters will be offset through the PV output. If tenant accounts will not receive a financial benefit through credit offsets, property owners shall describe how the electricity bill savings will be reinvested in the property in a way that provides benefits to existing tenants. Please limit the proposal to **250 words**.

Check here to confirm attachment of written proposal.

PROPERTY QUALIFICATION

I agree to provide the documents identified in Table 1 for MCE staff to assess and determine my eligibility to participate in the Multifamily Income-Qualified Photovoltaic Rebate Program

Table 1: Document Checklist

<input type="checkbox"/> Completed Property Owner Application for MCE Multifamily Income-Qualified Photovoltaic Rebate Program
<input type="checkbox"/> Resident Benefits Proposal (max 250 words)
<input type="checkbox"/> Documentation showing property is income-eligible
<input type="checkbox"/> Documentation showing the metered account tied to the PV system is enrolled in MCE's service.
<input type="checkbox"/> Documentation showing the PV system was purchased and/or building permits signed after 4/1/18
<input type="checkbox"/> A PDF export of the California Solar Initiative (CSI) EPBB Standard PV Current Calculator Analysis for the site's system (http://www.csi-epbb.com/default.aspx).
<input type="checkbox"/> All supporting documents that verify the inputs used in the CSI calculation (PV Module type, number of modules, mounting method, inverter type, number of inverters, array tilt and array azimuth, etc.)

If my application is approved, rebate dollars will be reserved for the pre-install system design. After installation, I will need to provide documentation for system verification (see page 2). Once the installed system has been verified by MCE staff, MCE will send a rebate check based on the installed system configuration but the maximum rebate amount issued will be the amount confirmed in the Rebate Reservation form, unless otherwise approved in writing by MCE.

- Check here to confirm submission of all the documents in Table 1

SIGNATURE, WAIVER, RELEASE, and INDEMNITY

By signing and initialing below, I agree to the following:

____ (initials) I am the property owner or its authorized representative and I am authorized to commit the property to participate in MCE's Multifamily Income-Qualified Photovoltaic Rebate Program.

____ (initials) I have read, understood and hereby accept MCE's Multifamily Income-Qualified Photovoltaic Rebate Program Terms and Conditions.

____ (initials) All information included in this application and any submitted documentation is true and correct.

____ (initials) I UNCONDITIONALLY AGREE TO WAIVE, RELEASE, DISCHARGE, AND CONVEYANT NOT TO SUE Marin Clean Energy, its officers, members, agents, employees (MCE) and Program Partners, from any and all claims and causes of action, whether in law or equity, that I, my agents, assigns, heirs, next of kin, or successors in interest may have for ANY LIABILITY, LOSS, DAMAGE, or INJURY, including liability for personal injury, death, dismemberment, damage to property, or theft, arising out of, related to, or in connection with

the MCE Multifamily Income-Qualified Photovoltaic Rebate Program (The Program), whether caused or claimed to be caused by the active or passive negligent acts or omissions of MCE.

_____ (initials) I AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS MCE from and against any and all liability, including but not limited to claims asserted, demands, causes of action, costs, expenses, losses, attorney fees, injuries, or payments for injury to any person or property, including injury to myself or others claimed to be caused by the acts or omissions of myself or in any way connected with The Program. Also covered is liability arising from, connected with, caused by, or claimed to be caused by, the active or passive negligent acts or omissions of MCE that may be in combination with the active or passive negligent acts or omissions of myself, my agents, or any third party.

_____ (initials) I AGREE AND EXPRESSLY ACKNOWLEDGE that the foregoing Waiver, Release, and Indemnity Agreement is intended to be as broad and inclusive as is permitted by the law of the state of California, and that if any portion of this Agreement is held invalid, that the balance shall continue in full force and effect; I UNDERSTAND AND EXPRESSLY ACKNOWLEDGE that MCE is relying on my representation that I have the authorization to sign this document; and I CERTIFY that I have read this agreement, understand its contents, voluntarily sign this Waiver, Release, and Indemnity Agreement; and further agree that no oral representations, statements, or inducements apart from this written Agreement have been relied upon.

Customer Signature

Date

MCE Program Contact Signature

Date

MCE'S MULTIFAMILY INCOME-QUALIFIED PHOTOVOLTAIC REBATE PROGRAM TERMS AND CONDITIONS

1. **ELIGIBILITY:** The MCE Multifamily Income-Qualified Photovoltaic Rebate Program (Program) was developed to reduce the cost of photovoltaic (PV) solar systems in multifamily properties while benefiting low-income tenants. The Program offers rebates at \$0.41/Watt (AC) based on of the CEC-AC output rating from the California Solar Initiative Solar Calculator located here: <http://www.csi-epbb.com/default.aspx>. Property owners, or their authorized representative, (Customer), can apply for the Program rebate for their installed system. To be eligible for the rebate, a property must be: (i) income-qualified (a Deed Restricted property with at least 66% of households at or below 80% The Area Medium Income (AMI), a property with a non-profit housing developer that can provide documentation that at least 66% of households are at or below 80% AMI, **OR** the property has completed MCE's Low-Income Families and Tenants (LIFT) income verification process), (ii) have the meter account, that is tied to the solar system, enrolled in MCE's service, and (iii) be for a PV system purchased and/or building permits signed after 4/1/18.
2. **QUALIFYING PROJECTS AND MEASURES:** Qualifying projects include PV solar system installations identified on eligible properties by MCE based on this application.
3. **OWNER APPLICATION/PARTICIPATION AGREEMENT:** By signing this form, Customer authorizes MCE, and/or MCE's authorized contractors, to enter Customer's premises for the purposes of conducting an assessment of the building's common area and individual units and evaluating the performance of installed measures, if Customer has elected to receive an energy assessment from MCE. Customer is responsible for providing required notices to each unit to allow MCE's technical assistance provider to enter the premises.
4. **REBATE AMOUNTS:** The amounts of the rebate for which qualifying projects are eligible will be determined on a project by project basis and will be issued once the installed system specifications are final and verified by MCE. Rebates are subject to change and are available until funds are exhausted and/or the Program is terminated. MCE will reserve rebate funds for properties that have been selected in the application process based on the design of the PV system (PV Module type, number of modules, mounting method, inverter type, number of inverters, array tilt and array azimuth).
5. **IMPLEMENTATION OF WORK AND PAYMENT OF REBATES:** Customer will be required to submit their PV system verification documents upon project completion, including an updated CSI-EPBB calculator output as well as the supporting documentation for the calculator output, and the Permission to Operate letter from PG&E. The maximum rebate amount issued is the amount confirmed in the Rebate Reservation form, unless otherwise approved in writing by MCE.
6. **CUSTOMER INFORMATION:** Customer authorizes MCE to collect and remit utility information including owner and tenant name, account number, electric, gas, and/ or water consumption data and electric, gas, and/or water savings to a third-party evaluation contractor for Program evaluation purposes. The evaluation contractor will keep customer information confidential. Customer information may also be provided to the CPUC and/or MCE's authorized contractors including the technical assistance provider. The Customer agrees that MCE and MCE's authorized contractors may review the building's historic and future energy data to evaluate, measure, and verify actual system performance.
7. **TAX LIABILITY and CREDITS DISCLAIMER:** MCE is not responsible for any taxes which may be imposed on the customer as a result of measures installed under this Program. Customer is responsible for consulting its own tax advisor as to the tax consequences of the rebate issued under this Program as well as any future system output credits on the metered account.
8. **DISPUTES:** Except where otherwise limited by law, MCE reserves the right, at its sole discretion, to make final determinations regarding any disputed issues about the Program, including but not limited to eligibility and incentive or rebate amounts.
9. **PROGRAM CHANGES:** MCE reserves the right to change, modify, or terminate this Program at any time without any liability except as expressly stated herein. MCE will honor all written commitments made in the Rebate Reservation provided to Customers prior to the date of any change, modification or termination of this Program, provided that project installations are fully completed within the time specified in the Rebate Reservation.
10. **PROGRAM EXPIRATION:** The Program will expire upon the earliest to occur: (i) March 31, 2019, (ii) when funds are depleted, or (iii) when the Program is terminated.

11. **DISCLAIMER:** MCE makes no representations or warranties, expressed or implied, and does not guarantee that the use of the equipment purchased or installed pursuant to this Program will result in energy cost savings.
12. **INSTALLATION REQUIREMENTS:** All work must be performed and completed in accordance with applicable laws, rules, and regulations of local, state or federal authorities having jurisdiction, including but not limited to licensing and permitting requirements. Any removal or disposal of old equipment, materials or debris as necessary to complete the project scope of work shall be done in accordance with all applicable regulations. The contractor selected by Customer shall be solely responsible for the work of any and all subcontractors.
13. **WARRANTY:** The contractor selected by Customer to install measures must provide a warranty for all labor and materials furnished or performed under this Program for Customer from defects in workmanship for a period of at least twelve (12) months after installation is completed. The warranty period shall commence on the date of Customer's signature on a contractual agreement with the contractor. During the warranty period, the contractor shall provide replacement materials and the necessary labor (at no additional cost to MCE or Customer) to replace the defective materials and repair incorrectly operating equipment. The contractor selected by Customer shall be solely responsible for the work of any and all subcontractors.
14. **PV SYSTEM VERIFICATION REQUIRED:** Customer understands that Customer will not receive a rebate until the system verification documents have been verified and approved by MCE and/or its program implementers.