

# Publicly Owned Property (POP) Solar Incentive Pre-approval Application



## Part 1: Customer/Site Information

Organization \_\_\_\_\_ Date Submitted \_\_\_\_\_  
Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Solar PV installation address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

## Part 2a: Installer Information—General Contractor

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone number \_\_\_\_\_ E-mail \_\_\_\_\_  
Licensed (Yes/No) \_\_\_\_\_ Minnesota License No. \_\_\_\_\_  
NABCEP Certification Number (if applicable) \_\_\_\_\_

## Part 2b: Installer Information—Electrical Contractor (if different than General Contractor)

Electrical Contractor Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone number \_\_\_\_\_ E-mail \_\_\_\_\_  
Licensed Master Electrician \_\_\_\_\_ Minnesota License No. \_\_\_\_\_  
NABCEP Certification Number (if applicable) \_\_\_\_\_

## Part 3: Generating Facility Information

Solar PV Module Manufacturer \_\_\_\_\_ Nameplate (AC) generation capacity \_\_\_\_\_  
Solar PV Module Model Number \_\_\_\_\_ (kW) Module Warranty (years) \_\_\_\_\_  
Inverter Manufacturer \_\_\_\_\_ Inverter type (string, micro, other) \_\_\_\_\_ Inverter Warranty \_\_\_\_\_  
Estimated completion date \_\_\_\_\_ Estimated annual kWh production \_\_\_\_\_

## Part 4: Energy Efficiency Achievements

Please indicate all past energy efficiency projects completed at your facility, including lighting, HVAC (heating, ventilation, and air conditioning), motors, building envelope improvements, and any other energy efficiency improvements.

Project	Date Completed	Estimated Cost

**Part 5: Energy Efficiency Opportunities (completed by Otter Tail Power Company)**

Project	Estimated annual energy savings (kwh)	Estimated Cost	Simple payback (years)	Status (completed by OTP Staff only)
				Y / N / In progress / NA
				Y / N / In progress / NA
				Y / N / In progress / NA
				Y / N / In progress / NA
				Y / N / In progress / NA
				Y / N / In progress / NA
				Y / N / In progress / NA

Has applicant participated in Otter Tail’s Commercial Design Assistance program in last five years?   Y   N

**Part 6: Project Justification**

Please explain any plans to maximize public awareness and educational impacts by incorporating the proposed solar PV installation into your community, school, or university. Attach additional documents if necessary.

**Part 7: Solar PV System Location**

How will the proposed location of your solar PV system provide adequate visibility to the community? Will it be located on or near any public school or university campuses, city parks, shopping centers, or other commonly-used community hubs? Attach additional documents if necessary.

**Part 8: Solar PV system schematic**

Please provide a sketch of the proposed solar PV system relative to any community hubs and/or landmarks and indicate north and south directions on the map. Attach any relevant site preparation, evaluation, or shading reports.

## Rebate requirements and guidelines

Otter Tail Power Company reserves the right to deny any rebate that does not meet the program requirements and guidelines below. Otter Tail Power Company reserves the right to inspect and verify solar system installation locations before issuing rebates. Program may be discontinued or modified at any time.

To qualify for Publicly Owned Property Solar, you must:

- Be a customer of Otter Tail Power Company in good standing.
- Install the solar PV system in Otter Tail Power Company's service area.
- Own the solar PV system from the time of system completion and interconnection throughout the life of the system. Systems under third party ownership do not qualify for incentives through Otter Tail Power Company's Publicly Owned Property Solar Program.
- Represent a public entity or government (state or tribal college or university; municipal, tribal, county, state, or federal government; public school system; or other public entity deemed by Otter Tail Power Company to qualify for the program funding). Residential, industrial, commercial, and other business customers are not eligible.
- If transfer of investment tax credits (ITC) direct payment options or other financing agreements and arrangements are made in relation to the solar installation. Otter Tail Power Company must be informed prior to customer signatures or approval of said arrangements to ensure project success.
- Obtain approval of your POP Solar Incentive Pre-approval Application prior to installation of your solar PV system.
- Install solar PV panels that generate electricity; solar water-heating systems do not qualify for program incentives.
- Agree to connect your solar PV system to Otter Tail Power Company's distribution system.
- Complete an Application for Interconnection into Otter Tail Power Company prior to installation of your solar PV system.
- Consent to Otter Tail Power Company staff or third-party representation of Otter Tail Power Company completing an assessment of energy efficiency opportunities at any facilities under consideration for solar PV installations. Customers implementing energy efficiency improvements with simple payback calculations of two years or less prior to installing solar PV systems will receive higher consideration for POP Solar incentives from Otter Tail Power Company.
- Obtain approval of your Application for Interconnection into Otter Tail Power Company prior to applying for rebate funding through Otter Tail Power Company's program.
- Agree to assign all Renewable Energy Credits produced by the system to Otter Tail Power Company.
- Install a system less than 40 kW in nameplate (AC) generation capacity. Systems sized at 40 kW and larger nameplate (AC) generation do not qualify for program incentives.
- Install a solar system with annual output not exceeding 120% of site load annual usage.
- Install a solar PV system with modules carrying a manufacturer's performance warranty of at least 20 years and install inverters with a warranty of at least 10 years.
- Install the solar PV system within one year of Pre-approval Application approval from Otter Tail Power Company.
- Attach a copy of all solar system invoices. Complete the manufacturer, model number, and all other solar system data requested on the front page of this form.
- If applicant is participating in Solar for School or other public funding opportunities, the POP rebate when combined with other funding will not exceed 100 percent of project cost. Example: If Solar for Schools funding covers 75 percent of project cost, then the POP rebate amount would be limited by the 25 percent remaining of project cost or the original rebate amount. If POP rebate amount is being capped by project cost in these instances and other energy efficiency projects have been identified by Otter Tail Power. Otter Tail Power reserves the right to uncap these funds to be utilized on these identified energy efficiency cost.