

Electrician Self-Install Solar Program Guide

***For Energy Trust Solar Electric Program Trade Allies and
Qualifying Licensed Electricians ONLY***

Developed by



Revision History

Version	Date	Author	Change
I	12/30/08	L. Rubado	Prelim Draft

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I ELIGIBILITY

I.1 Participant

In order to be eligible for this incentive offering, you must either be:

- A.** A current Energy Trust Solar Electric Program Trade Ally Contractor in good standing in the Energy Trust's Solar Electric Program; **OR**
- B.** An electrician licensed in the State of Oregon (not an apprentice) who has successfully completed a photovoltaic (PV) installation course at one of the qualifying training centers identified below:

- Central Electrical Training Center, Tangent
- Chemeketa Community College, Salem
- Crater Lake Electrical JATC Training Center, Medford
- Lane Community College, Eugene
- NECA-IBEW Electrical Training Center, Portland
- Klamath Community College, Klamath Falls
- UA 290 & IBEW 280 Training Center, Redmond
- Pacific Inside Electrical JATC, North Bend

If a photovoltaic training course was completed elsewhere, a licensed electrician may provide Energy Trust with detailed information about the training program that he or she attended. Energy Trust will review such documentation and may, in its sole discretion, determine to accept such alternate PV installation training education.

I.2 Site

The participant must be the owner of the residence where the system will be installed. In order to qualify for incentives, the residence where the system is installed must be located in Oregon and must receive electrical service from either Portland General Electric ("PGE") or Pacific Power.

2 SYSTEM INSTALLATION

2.1 For Solar Program Trade Ally Contractors

If you are an Energy Trust Solar Electric Program Trade Ally Contractor, you are required to follow all of Energy Trust's standard program requirements for your system installation per your agreement with Energy Trust and as detailed in the Energy Trust's **Solar Electric Program Guide** and **Solar Electric System Requirements**, which can be found online at <http://energytrust.org/TA/solar/forms.html>.

2.2 For Licensed Electricians

If you are a qualifying licensed electrician, please follow the process outlined in this **Electrician Self-Install Program Guide** and the **Solar Electric System Requirements**, which can be found online at <http://energytrust.org/TA/solar/forms.html>. Please note that you are responsible for ensuring that the system meets all of the Energy Trust's

requirements found in the **Solar Electric System Requirements**, including the preparation of a Customer Manual to remain with the system.

3 SYSTEM INSPECTION

3.1 Inspections

The participant must comply with all of Energy Trust's system inspection and evaluation requirements. Energy Trust's inspection is not a code inspection, and no warranty is implied. The Energy Trust inspection is for Energy Trust's own program verification purposes and will assist Energy Trust in determining whether or not the system is eligible to receive Energy Trust incentive funding. Energy Trust has contracted with a team of solar electric system Inspectors to:

- Review and pre-approve initial solar system design to reserve incentive funds for compliance with Program requirements.
- Perform post-installation system inspections according to the System Requirements and Program checklists.
- Take initial solar system performance measurements using the criteria established in the System Requirements and report as part of the system inspection documentation.
- Document and report to participant and Energy Trust any Program violations requiring cure. It is expected that all violations will be resolved in the final design.
- Re-inspect systems that did not pass initial inspection.
- Approve solar system installations to be qualified for Energy Trust incentives.

3.2 Requirements for Scheduling Inspections

It is your responsibility to contact the Energy Trust Inspector assigned to your project once the system installation is complete and has been approved by the code inspector. Energy Trust will provide you with the name and contact information for your Energy Trust Inspector on your **Form 230: Project Review**, and you will contact the Inspector to make arrangements to have the system inspected to see if it meets Energy Trust's program requirements. You must be present during the inspection.

You must provide the Inspector with no less than 3 business days notice for cancellation or rescheduling.

4 INCENTIVES AND APPLICATION PROCESS

4.1 Forms

Form Number	Form Name	Intended User	Purpose of Form
Form 220E	Electrician Solar Photovoltaic Sale Notification	Electrician/Trade Ally	Project application for residential incentives for electrician self-installed systems. Shows, among other things, the total installed cost,

			incentives and performance estimates.
Form 215	Project Non-Acceptance	Solar Program Staff	Notification sent to Trade Ally that a project application was incomplete or incorrect.
Form 230	Project Review	Inspector, Solar Program Staff	Notifies Trade Ally if project is approved for incentive reservation. Includes amount reserved and project due date.
Form 231	Solar Photovoltaic Installation Checklist	Inspector	Checklist used by Inspectors when inspecting systems to make sure it has been installed per the system requirements.
Form 232	Project Inspection	Inspector, Solar Program Staff	Notifies Trade Ally if project passed or failed inspection.

4.2 Incentive Amounts

Energy Trust incentive levels are subject to change, so before you send in your **Form 220E: Electrician Solar Photovoltaic Sale Notification – Self-install**, be sure to verify the current incentives. You can find these online at <http://energytrust.org/solar/residential/provide.html>. Once your application is approved, the estimated incentive amount is set and will be reserved. Actual incentives received will be based upon the system installed.

4.3 Application Process

Below is an outline of the process Participant must follow in order to apply for and receive incentives through the Energy Trust Solar Electric Program. Refer to the **Section 4.1** above for a brief description of each form mentioned in this section. All these forms are available on Energy Trust's website at <http://energytrust.org/TA/solar/forms.html>.

Step 1 – Incentive application

Submit a completed **Form 220E** to the Energy Trust Solar Program by fax or mail. This form must be signed and must include the following documents:

- System electrical schematic
- Sun Chart

IMPORTANT NOTE: If you are not a current Energy Trust Solar Electric Program Trade Ally Contractor, we expect that you may have questions about how to fill out the **Form 220E** correctly or about certain terms and conditions contained within it - please do not hesitate to contact us with any questions! We are here to assist you. See **Section 5** for Solar Program contact information.



Pre-Approval Required!

A project must be pre-approved by Energy Trust before installation of System begins. Projects that have been installed prior to Energy Trust's receipt and approval of the **Form 220E** are not eligible for incentives.

Step 2 – Approval from Energy Trust to proceed

After Energy Trust has received all the required application paperwork, the Inspector will review and pre-approve the system for installation. Energy Trust will send you a **Form 230** indicating whether you are approved to install the system. Once approval is received, you can proceed with the installation.

Step 3 – Energy Trust inspection

When the system installation is complete, contact the Inspector directly using the contact information provided on the **Form 230** and schedule an inspection. The Inspector will fill out a **Form 231** checklist and a **Form 232** during the inspection and send a copy of both forms to Energy Trust.

Step 4 – Incentive approval and payment

A copy of the **Form 232** will be sent to you for your records. If the **Form 232** indicates project approval, Energy Trust will begin processing the incentive payment.

If the **Form 232** indicates Solar Electric Program violations resulting in a failed inspection, you must resolve the violations and call for re-inspection within 30 days in accordance with Program requirements. If you do not call for a re-inspection within this required time frame, Energy Trust will cancel the project and the incentive reservation will be withdrawn.

4.4 Project Completion Deadline

Incentive reservations will be valid for a period of one year from the day Energy Trust approves system for installation. Installations and final inspections must be completed for each project within this time frame, or the incentive reservation will be cancelled.

You may re-apply for incentives for a cancelled project and will be subject to the incentive rate offered at the time of re-application and availability of funds.

4.5 Changes to System Design

If the system design changes, you are required to submit an updated **Form 220E**, as well as a new electrical schematic and/or sun chart (if affected) to be reviewed prior to the Energy Trust inspection.

5 QUESTIONS AND CONTACT INFORMATION

It is important that you have a thorough understanding of the process and ALL of the documents, so please contact us immediately if you have any questions about anything in the **Form 220E**, this **Electrician Self-Install Program Guide**, and/or the **Solar Electric System Requirements**.

If you have any inquiries, please call **1-866-368-7878** and ask to speak with the Solar Program.

Our fax number is 503-546-6863, and our mailing address is 851 SW 6th Avenue, Suite 1200, Portland, OR 97204.