

To be completed by Public Agency Applicant

Introduction

Applicants meeting the eligibility criteria outlined below may submit this **Solar Electric Preliminary Incentive Application** to request an early Energy Trust incentive reservation for a project. A "Preliminary Incentive Reservation" extends the amount of time available (up to 9 months) to issue and complete a public solicitation process, engage a solar electric trade ally contractor, and prepare and submit a final **Solar Electric Incentive Application** to Energy Trust for review. These steps must be completed *before* the temporary Preliminary Incentive Reservation expires in order to seek continued reservation (up to 12 months) of Energy Trust incentive funds for a qualifying project. See Additional Terms and Conditions for details.

Eligibility Criteria (If you have any questions, please contact us at 503.546.3614)

- Applicant is a public agency, a political subdivision thereof, or an Oregon University System institution with a demonstrated commitment to installing the proposed solar electric project consistent with Energy Trust's **Solar Electric System Installation Requirements**;
- Applicant will be conducting a public competitive solicitation process (not yet issued) for procurement of the proposed project; and
- The installation site will be an existing public building/property located in Oregon, connected to Portland General Electric or Pacific Power.

Applicant Information

Legal Name			
Mailing Address	City	State	Zip
Contact Name	Title		
Telephone	Email		
Is Applicant interested in being contacted about energy efficiency opportunities at this site? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Solar Professional Information

If you have consulted with a solar professional in the development of this project, please provide their information below.

We have not consulted with a solar professional

Company Name	
Contact Name	Title
Telephone	Email

Site Information

Building/Project Name		Building Type	
Site Address	City	State	Zip
Site County	Site Contact Name	Title	
Telephone	Email		
Does this site use more than 8,760,000 kWh/yr of electricity? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Site Utility Accounts

<input type="checkbox"/>	Pacific Power Account Number (PPL) <div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; width: 100px; height: 15px;"></div> <div style="border: 1px solid black; width: 40px; height: 15px;"></div> </div>
<input type="checkbox"/>	Portland General Electric Account Number (PGE) <div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; width: 60px; height: 15px;"></div> <div style="border: 1px solid black; width: 60px; height: 15px;"></div> <div style="font-size: 1.2em;">-</div> <div style="border: 1px solid black; width: 100px; height: 15px;"></div> <div style="border: 1px solid black; width: 20px; height: 15px;"></div> </div>

Project Description

<p>Estimated System Size</p> <p>_____ kW_{DC}</p>	<p>How was the System Size estimated?</p> <p><input type="checkbox"/> Preliminary design by a solar professional</p> <p><input type="checkbox"/> Calculated based on available space</p> <p><input type="checkbox"/> Other: _____</p>
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Project Description

<p>Location <i>Describe the location where the solar panels will be installed. Include details about the type of installation (i.e. roof, pole or ground mounted; expansion of existing system), characterize how clear the location's access is to the sun, and describe any obstructions to the East, South or West of the location.</i></p> <div style="border: 1px solid black; height: 100px;"></div>
<p>Preliminary evaluation <i>Describe any preliminary site evaluation, design or financial feasibility work that has been completed. This might include site evaluations, structural review, initial designs, cost estimates or financial modeling.</i></p> <div style="border: 1px solid black; height: 100px;"></div>
<p>Ownership/Financial plan <i>Describe the proposed financing and ownership plan. Does Applicant plan to purchase, own and operate the system, or are you considering a third-party ownership, leasing or Power Purchase Agreement option? If you plan to purchase the system, have you procured the necessary funding? Describe any other incentives, grants or loans you plan to pursue.</i></p> <div style="border: 1px solid black; height: 100px;"></div>

Timeline Describe Applicant's timeline for writing and issuing a public solicitation to procure the solar installation, as well as the targeted timeframe for completing the installation. Note any critical dates or deadlines related to project approval, funding and construction.

Commitment to project Describe the motivations for proceeding with this project and any actions that have been taken that demonstrate Applicant's commitment to purchasing and installing this project. Are any additional approvals required to proceed with the project? **Please submit documentation demonstrating Applicant's commitment to the project along with this application** (e.g. Council or Board resolution, budget allocation, letter of commitment from leadership).

Estimated Incentive

Estimated Incentive

\$ _____

Incentives vary by utility and system size. Use the incentive estimator on the business solar pages of the Energy Trust website or contact the Solar Program at 503.546.3614 to estimate your incentive.

Additional Terms and Conditions

Site Control and Access: Applicant represents that it is the owner of, or otherwise has or will have, legal rights to install the described solar electric project at the installation site address identified herein. Applicant agrees to allow Energy Trust reasonable access to the property where the system will be installed in order to review, verify and evaluate the proposed project and site conditions.

Incentives: Determination of eligibility for Energy Trust incentives rests solely with Energy Trust. Funding for Energy Trust incentives is limited and available subject to our Solar Electric program requirements and on a first-come, first-served basis. Energy Trust's program requirements and incentive levels are subject to change and vary by utility service area, depending on the pace of solar demand in each utility territory and the available incentive budget.

Application: This application and any additional documentation submitted must be filled out completely, truthfully and accurately. Applicant is advised to retain a copy of all materials submitted to Energy Trust, and Energy Trust will not be responsible for any lost documentation or misdirected mail pertaining to this application.

Application Process: This application must be submitted prior to Applicant issuing a public solicitation to procure the solar electric project described in this application, or otherwise beginning any system installation activities, in order to potentially qualify for a preliminary incentive reservation. Energy Trust reserves incentives in accordance with its Solar Electric program requirements. This application will become a binding agreement IF AND ONLY IF it is approved by Energy Trust via an emailed **Notice of Preliminary Incentive Reservation** (as described in more detail in the "Review and Notification" section below).

Review and Notification: If this application is approved for a preliminary incentive reservation, Energy Trust will notify the Applicant via an emailed **Notice of Preliminary Incentive Reservation**. This notice will include system size, reserved preliminary incentive amount and the designated "Preliminary Reservation Period." This agreement will be superseded and replaced in the entirety by any subsequent submitted final **Incentive Application (Form 220C-PC or Form 220T-PC)** agreement for the system and will automatically terminate on the Preliminary Reservation Period expiration date.

Preliminary Reservation Period: The Preliminary Reservation Period begins on the date Energy Trust issues the **Notice of Preliminary Incentive Reservation** via email and continues for nine months. During the Preliminary Reservation Period, Applicant must meet the following progress milestones:

- Applicant must select an approved Energy Trust Solar Electric Trade Ally installer and inform the Trade Ally of the Preliminary Reservation Period, and;
- Applicant and its selected Trade Ally installer must file a final **Incentive Application (Form 220C-PC or Form 220T-PC)**, as applicable) for the approved system design before the Preliminary Reservation Period expires.

If Applicant does not meet established milestones or if Energy Trust determines Applicant is otherwise not progressing appropriately towards timely commencement of the system installation during such time period, the reserved incentives may be withdrawn.

Communicating Changes During the Preliminary Reservation Period: Applicant agrees to notify Energy Trust within 20 business days of any decision, made during a designated Preliminary Reservation Period, to abandon the project. In addition, if Applicant decides to make any modifications to the system design during the Preliminary Reservation Period, Applicant must inform Energy Trust of the changes in writing via email before any of the proposed changes are implemented. Energy Trust may request additional information. Energy Trust will review the proposed changes and if the system, as modified, remains eligible for incentives, then Energy Trust will notify Applicant via an emailed **Notice of Revised Preliminary Incentive Reservation**.

Impact of Self-Direction: If Applicant's selected installation site it is a large electric consumer (1 aMW+/per year) potentially eligible to self-direct the renewable portion of its public purpose charge through the Oregon Department of Energy (ODOE), this factor will impact the amount of incentive funding that Energy Trust may provide. Applicant represents that it has read and understands Energy Trust's policy on *Eligibility of Self-Direct Businesses for Energy Trust Incentives*, located on our website at www.energytrust.org. If the site where the system will be installed is eligible to self-direct its renewable public purpose charge and any entity intends to seek self-direct credits from ODOE for the system, then the system is not eligible for any Energy Trust incentives. In addition, if the site is currently using self-direct credits against its electric utility bill renewable public purpose charge, then Applicant is required to notify Energy Trust at the time this application is submitted so that any preliminary incentive estimate can be calculated appropriately (i.e. reduced by 50% unless the site intends to cease using such credits for the required 36 month time period following the system's commercial operation).

Environmental Attributes/Renewable Energy Certificates: Applicant represents that is has been informed and understands that any submitted final **Incentive Application (Form 220C-PC or Form 220T-PC)** for the solar electric system will require that, among other things, Energy Trust will take ownership of a percentage of any environmental attributes and renewable energy certificates associated with the system's generation during the 20 year operating life.

Disclaimer of Warranties: Applicant hereby acknowledges that Energy Trust has not made any representations and has specifically DISCLAIMED any and all warranties, express or implied, with respect to the design of the system or any Trade Ally, including but not limited to those concerning any Trade Ally's experience, qualification, or background, the amount of any energy savings or energy generation, if any, to be realized from system design or use, the quality of specific materials, components, or workmanship utilized in the installation, or the nature of or whether building permit(s) or governmental approval(s) may be required.

Energy Information Release: Applicant authorizes Energy Trust to access energy usage data for the specified electric and natural gas accounts at the site. Applicant agrees to provide other reasonable assistance to Energy Trust to obtain such information.

Limitation of Liability: The terms and conditions of this application shall be exclusively governed by and construed in accordance with the laws of the state of Oregon, without regard to any conflicts of laws rules thereof. ENERGY TRUST SHALL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE TO APPLICANT OR ANY THIRD PARTY FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, SPECIAL OR RELIANCE DAMAGES, INCLUDING LOST PROFITS, LOST REVENUES OR LOST BUSINESS OPPORTUNITIES, ARISING FROM OR RELATED TO THIS AGREEMENT, WHETHER IN CONTRACT OR TORT OR OTHERWISE.

Information Release: Applicant agrees that Energy Trust may include the following information in reports or other documentation submitted to the Energy Trust Board of Directors, the Oregon Public Utility Commission, Oregon Department of Energy, Oregon Housing and Community Services, or the Oregon Legislature: Applicant's name, a description and location of the proposed System, the amount of any Energy Trust incentives preliminarily reserved for Applicant, and the amount of any anticipated system energy generation. Energy Trust will treat all other information gathered as confidential and report it only in the aggregate.

Submittal Instructions
<ul style="list-style-type: none"> - Complete, sign and submit all pages of this application, along with required accompanying documentation, to Energy Trust (via fax or as an scanned email attachment) as indicated at the bottom of this page. - Contact us if you have any questions at 503.546.3614. - Following a review of your application, an Energy Trust representative will contact you to discuss your proposed project in more detail. We can also provide you with additional information about Energy Trust's Solar Electric program requirements, including the technical specifications that projects must meet to qualify for Energy Trust incentives.

Applicant Signature

By my signature, below, I represent and warrant that (i) the information contained herein is accurate and truthful to the best of my knowledge, (ii) I am authorized to sign this agreement on behalf of the named Applicant, and (iii) Applicant has read, understands and agrees to the terms and conditions of this agreement.

Authorized Representative Name <i>(printed name and title)</i>	Signature	Date
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