

## Solar Cost Share Program Rules and Process:

### Eligibility Requirements:

- Projects applying for a grant must;
  - Be an existing commercial, multifamily (+4 Units), or industrial property located within the City of Minneapolis. Or be enrolled in the City's 4d Affordable Housing Incentive Program.
  - Be a new project that has not already started construction
- Applications limited to one project per master (tax) parcel. If you are applying for multiple projects on different master (tax) parcels, please fill out a separate application for each project.
- Applicant must be building owner, property manager, or Community Solar Developer leasing or purchasing the solar array

### How to Apply:

- Fill out Green Cost Share Application.
- Attach to Application: A PVWatts calculator report. Visit [pvwatts.nrel.gov](http://pvwatts.nrel.gov) to find the online calculator.
- Email Cost Share Application and PVWatts report to [GreenCostShare@minneapolismn.gov](mailto:GreenCostShare@minneapolismn.gov).

### When Awarded a Cost Share:

- Sign up as a [supplier](#) with the City of Minneapolis.
- Take a before picture for the property and send them to [GreenCostShare@minneapolismn.gov](mailto:GreenCostShare@minneapolismn.gov).
- Begin the Cost Share contracting process at most 90 days after receiving a program acceptance email. If you do not communicate to the city that the project is moving forward within 90 days of acceptance the city will reallocate the funding to another project.

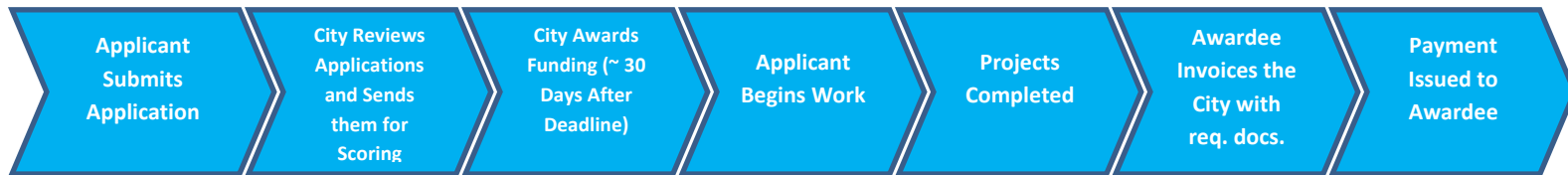
### After Projects are Completed:

- All installations must be completed by December 31<sup>st</sup>, 2021
- Email the Items listed below to the city contract manager by December 31<sup>st</sup>, 2021. If more than one contractor is used, there must be complete sets of these documents for each contractor.
  - Before and after photographs highlighting the project(s).
  - Proof of final inspection by the City of Minneapolis for any work requiring a City permit.
  - Final paid invoice from the contractor or vendor showing the total project cost.
- Email just the city reimbursement invoice to [submitinvoices@minneapolismn.gov](mailto:submitinvoices@minneapolismn.gov)
- City may take drone pictures of the completed solar installation as part of project verification.

### **Other Rules & Procedures:**

- Funds are allocated based on what's approved in the application. In the event system size increases or decreases, applicant is responsible for working with their developer to submit updated documents to the city. Additional Cost Share funds must be approved by the program administrator.
- Applicant is responsible for arranging all the upfront project financing.
- Cost share funds can only be used to compensate for the estimated annual kWh production of the system.
- All work must meet City of Minneapolis, state, regional, and national zoning, building, and fire codes.
- The applicant is responsible for ensuring that product purchases, equipment purchase and installation, or other work proposed have been completed satisfactorily before paying the contractor(s).

### **Application Procedure:**



For reasonable accommodations or alternative formats, please contact the Minneapolis Health Department at (612) 673-2301 or [health@minneapolismn.gov](mailto:health@minneapolismn.gov). People who are deaf or hard of hearing can use a relay service to call 311 at (612) 673-3000. TTY users call (612) 673-2626.

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