

## Solar Cost Share Group Purchase Program Rules:

### Eligibility Requirements:

- Projects applying for a grant must;
  - Be an existing building located within the City of Minneapolis
  - Be a new project that has not already started construction
- Applicant must be a non-profit or solar developer offering discounts to customers through a group purchase
- Group purchase must involve at least 5 customers
- At least 20% of included buildings must qualify for the Environmental Justice or Minneapolis Forward Rate (i.e. 1 out of every 5 properties minimum)

### Prior to Applying:

- Fill out **Attachment A** of this application. Attachment A is a spreadsheet breaking down the individual projects and customers that are a part of the group purchase and is found on the Green Cost Share Website.

### How to Apply:

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

### When Awarded A Cost Share:

- Non-profit or solar developer should sign up as a [supplier](#) with the City of Minneapolis.
- Gather before pictures for each 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.
- If a project in this application drops, applicant can request approval from the department to replace that project with one of approximately the same kilowatt hour output

### 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.
- Proof customer received City of Minneapolis rebate (i.e. copy of check).
- Email just the city invoice template to [submitinvoices@minneapolismn.gov](mailto:submitinvoices@minneapolismn.gov)
- Applicant can submit partial invoices to the City as many times (with complete sets of required submission documents for each project) as necessary until all projects are completed.

#### **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 submitting 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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