

# 2020 Fort Collins Utilities Solar Application Process

## Rebate Projects

1. Submit application packet to Fort Collins Utilities. A completed application packet includes the following:
  - Excel version of 2020 **Fort Collins Utilities Distributed Energy Interconnection Application.**, including a completed Signature page.
  - Aurora, Helioscope, or PV Watts® system production estimate for each array that includes the entire document. If submitting documents from Aurora, the excel spreadsheet that is generated with the monthly production numbers must be included. The PV Watts estimate must be in a pdf form and the weather data source must use the Fort Collins (TMY3) location.
  - One line, or 3-line, electrical diagram. **Note that production meters are not required in Fort Collins.** The customer may have one installed if they like, but it will be at their expense and the meter must be provided by the contractor.
  - Site diagram, which includes the orientation of the home in relation to North, the location of the arrays, inverter, battery storage devices (if applicable), AC disconnect, electrical panels, and utility meter, as well as fire setback distances. Include any fences or gates that may restrict access to PV system components.
  - If any equipment is located inside the home, it **must** be noted on the site diagram.
  - Shading analysis if system output is less than 1150 kWh/kW productivity.
  - Copy of the project invoice
  - Copy of the audit report (if completed)
  - Data sheets for inverters and panels
  - SEIA Solar Purchase or Lease Disclosure Form
  - Residential Solar Fact Sheet
2. Utilities reviews the project and issues a rebate reservation letter to the customer, and copies the installer, indicating that funds are available for a rebate and the project is approved
3. Installer applies for building permit and Building Services notifies Utilities
4. Utilities approves or denies permit based on submitted information

- If the application is denied the installer will be notified of the reasons and given the opportunity to amend/resubmit the affected documents
- 5. Building Services notifies installer that permit was approved, and permit is ready for pick up
- 6. Project installation begins
- 7. Installer notifies Building Services that the project is complete and schedules the final electrical inspection
- 8. After Building Services performs the electrical inspection of the system, they notify Utilities when the system passes
- 9. Utilities performs the functional check of the system and upon completion leaves the system operational
- 10. Utilities issues Permit to Operate (PTO) to customer and installer – usually a day after Utilities inspection
- 11. If not already provided, a copy of the required energy audit should be submitted if the home was built prior to January 1, 2005.
- 12. Utilities sends the rebate request to Accounting for processing and it then goes to Finance for payment. The rebate check should be received within 6 - 8 weeks

### **Non-rebate projects**

Non-rebate projects follow the steps outlined above as well, except for steps 11 and 12.

### **General Notes**

1. Applications must be submitted to [solar-rebates@fcgov.com](mailto:solar-rebates@fcgov.com). Do not submit applications directly to Utilities staff.
2. Applications are reviewed for approval when the application packet is complete (see above).
3. If revisions are made to a project after the original submittal, the contractor must submit those changes to Building Services **and** Utilities for approval before proceeding with a project
4. Priority for assigning rebate dollars, and waitlist position (if applicable), is based upon receipt of a complete application – regardless of the original submittal date.
5. **Please allow 2-3 weeks from the time of submittal for Utilities to approve our portion of the permit.**

6. The AC disconnect is required to be a lockable knife-blade type disconnect only. The AC disconnect must be accessible to Utilities staff and emergency personnel: not located indoors or behind a locked gate.
7. If the AC disconnect is not within 10 feet, and visible from the meter, a **permanent** placard must be placed on, or adjacent to, the meter housing indicating the distance and direction to the disconnect. This is required in current NEC code.
  - a. A permanent placard is defined as a rigid plastic or metal sign that will not be adversely affected by environmental exposure
8. If battery storage is present, a permanent placard must be placed on the AC disconnect, meter can, or exterior service panel indicating that battery back-up is present.
9. Please inform your customers that the Utilities functional check may not be performed until 1-2 weeks after the Building Services electrical inspection.
10. Following the installation, and initial testing of the system by the installer, **the system must remain off until the Utilities inspection is performed.**
11. Once the installation is complete and inspected by Building Services, system is then inspected by Utilities, left energized, and PTO is issued to homeowner and installer.
12. If applying for a rebate, a copy of the energy audit, if home was built prior to January 1, 2005, needs to be received before the final rebate processing begins.
13. Utilities only rebates newly installed systems - If no rebate dollars are remaining in a particular year (2020) and the system is installed, the customer is not eligible for a rebate the following year (2021).
14. Deadline for rebate application submittal is November 30, 2020.