



Bryn Mawr **Community Solar Program**

Program Guidelines

Program Overview: This program is designed to increase the quantity, accessibility to, and quality of solar energy projects in the Bryn Mawr neighborhood, specifically solar photovoltaic (electric) panels and solar thermal systems. It gives property owners a choice between leasing or purchasing.

Eligible Applicants: Anyone owning a residential or commercial property within the Bryn Mawr neighborhood. More than one grant can be received if an owner owns more than one residential or commercial property, but only one grant will be provided for each property. If a lottery is required, however, only one grant per property owner will be allowed in the initial round of funding. Renters within a residential or commercial property within the Bryn Mawr neighborhood may participate in this program only with the cooperation of the property owner. There is no property owner income limit for participation in this program. Grants will not be awarded for projects started before Commitment Letters are sent. (See “Application Process”).

Multiple Participation: Properties that receive (or have received) assistance through any Bryn Mawr NRP Home Improvement Program or Commercial Improvement Matching Grant program may participate in this program.

Eligible Properties: Properties must be located in the Bryn Mawr neighborhood. The properties can be either owner-occupied or absentee-owned. Condominium or townhome associations shall be eligible to participate in this program. At least \$23,000 of the total funds available must go to residential projects.

Eligible Projects: To be eligible for a grant, solar electric projects must be at least 2 KW in size and provide for “net metering“. Smaller projects may be considered on a case-by-case basis. Solar thermal projects for water heaters or space heating qualify for this program.

Work by Owner: All work must be performed by a licensed contractor.

City Permits: All applicable permits must be obtained by the contractor.

Grant Amount: The grant amount shall be dependent on whether the property owner leases or purchases the solar systems, and with purchasing a distinction is made between solar electric and solar thermal.

- For leases: the grant will cover installation fees, not to exceed \$1,000.
- For purchasers of solar electric the grant will be \$3,000 or 25% of the project cost, whichever is less.
- For purchasers of solar thermal the grant will be \$2,000 or 25% of the project cost, whichever is less.

Application Process: The Bryn Mawr Neighborhood Association (BMNA) will host a “solar open house” to introduce this program and provide an opportunity for questions and answers.

BMNA will set an initial application deadline, and will begin accepting applications after the open house. If more applications are received than can be funded, BMNA will conduct a lottery to select grantees. If a

lottery is necessary a member of NRP will be present to facilitate the lottery procedure. After the initial deadline, applications will be processed on a first-come, first-served basis until all funds are committed. Members of the BMNA Board of Directors may apply for these grants at the same time as other residents.

All applications must be submitted to BMNA, which will serve as the Program Administrator. The application will include a description of the proposed project, a statement of whether the property owner will be leasing or purchasing the panels, and the name of the proposed vendor for the project. Applications must be submitted to: BMNA Community Solar Program
P.O. Box 16437
Minneapolis, MN 55416

Property owners will be notified by BMNA within 30 days of receipt of their application if their application has been accepted, if they are on a waiting list for this program, or if all program funds have been used. Applicants accepted for the program will receive a "Commitment Letter" from BMNA.

Work Completion: Weather permitting, all project components must be installed within 120 calendar days of the date of the Commitment Letter. BMNA can make exceptions to this on a case-by-case basis.

Reimbursement Process: Reimbursement to the property owner will be made upon completion of work and the owner's payment to the vendor. The following items must be received by BMNA prior to disbursement and within 180 days of the date of the Commitment Letter:

1. Copies of original invoices/receipts from the installation or purchase of the solar panels.
2. Evidence of abatement of city permit, if any.

Prior to reimbursement being made, BMNA will verify that the installation has been completed.

Proposed Timeline:

BMNA Board approves final Guidelines, Scope of Services, and Budget and authorizes a contract to be signed:	June 1, 2010
BMNA starts program marketing:	June 1, 2010
BMNA hosts solar open houses:	June 16, 2010 September, 2010
BMNA begins accepting applications:	June 16, 2010
Initial application postmark deadline for lottery:	July 10, 2010
Public Lottery - BMNA Board Meeting	July 14, 2010

Note: Applications will continue to be accepted after initial deadline and lottery until program funds are depleted.