

**SOLAR PHOTOVOLTAIC (PV) COMMERCIAL 5-YEAR
PERFORMANCE-BASED INCENTIVE (PBI) PROGRAM GUIDELINES**

These guidelines govern the procedures and qualifications for Austin Energy’s Solar PV 5-Year PBI Program. Austin Energy reserves the right to refuse applications that do not meet program requirements. These guidelines are subject to change.

I. Program Incentives

A.

	Medium	Large	Extra-Large
Qualifying System Size (kW-AC)	< 400	400 – 999	999 <
Incentive Level (\$/kWh)	0.08	0.06	0.04
Payment Calculation	[Monthly Solar Energy Production kWh] x [Incentive Level]		
Payment Term	5 Years		
Payment Method	Monthly On-Bill Credits		

B. Incentive Payment:

- i. The PBI will be provided as a monthly credit on the electric bill for the electric account associated with the PV meter. The credit is based on metered production for a period of 60 months. The credit rate is locked in at the rate identified in the Letter of Intent (LOI), provided that the system installed has not changed from the project information submitted at application. **The incentive may only be paid to the account holder.**
- ii. The total PBI amount is capped based on applicable prevailing incentive rates and the projected system production. The LOI includes a not-to-exceed incentive amount calculated as [5-Year PBI Rate \$/kWh] x [Projected Annual Generation (kWh/year) x 5 years] x [1.15 budgeting safety factor].
- iii. The PBI is transferable upon sale of the property and/or change to a new account holder associated with the solar meter. Austin Energy must be notified by the new account holder for the PBI rate to be applied to the new electric account. Email solar@austinenergy.com.
- iv. Excess PBI credit is automatically applied to utility bill balances on the associated account, even if the charges are not related to the electric charges. However, the credit will not be applied to utility charges for other accounts not associated with the billing meter to which the solar is connected.
- v. In the case of excess solar PBI bill credit, Austin Energy can cut a check to the account holder no more often than once every 6 months. Contact solar@austinenergy.com for check requests.

II. Eligibility and Funding

- A. The proposed PV system must be installed and interconnected at a service address that has, or will have, an Austin Energy commercial electric utility service.
- B. The Applicant must fall into one of the following categories and provide all necessary documentation during the initial application stage:
 - i. Electric Account Holder or an Authorized User designated in the billing system
 - ii. Property Owner – verifiable in the Travis Central Appraisal District database
 - iii. Property Manager – with a provided Letter of Authorization (LOA) from the party in (ii)
 - iv. Parent Company or Subsidiary – with a provided W9
 - v. Property Tenant – with a provided Letter of Authorization (LOA) from the party in (ii)
- C. If the Applicant is not the property owner, they must submit installation approval documentation from the property owner. Property deed restrictions must not prohibit the installation of a PV system.
- D. Eligible Applicants may submit ONE application behind a single revenue meter.
- E. Austin Energy revenue meters with existing solar PBI projects are not eligible for this program.
- F. Nonprofit customers and customers installing systems < 75 kW-AC may be eligible to apply for a Capacity-Based Incentive (CBI) instead of the PBI, but can only receive one incentive (CBI or PBI) per project.
- G. The Applicant must own the PV system. *Leased systems are not eligible for the incentive.*



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- H. The PV system must be electrically interconnected and attached to a non-mobile structure on a permanent foundation.
- I. The PV system must remain interconnected to Austin Energy's electrical grid for the useful life of the system.
- J. Customers participating in this program are **not** eligible for smart meter opt-out.
- K. The 5-year PBI incentive is provided **in addition to** the applicable [Value of Solar](#) Tariff. All solar customers will be credited according to Austin Energy's [Value of Solar](#) rate.
- L. Payments made under the PBI program are special limited obligations of the City of Austin, payable solely from the revenues of Austin Energy, and not from any tax revenues of the City. The PBI is subject to annual budget appropriations and does not constitute indebtedness or a loan of credit. Neither the faith and credit nor the taxing power of the City is pledged to any potential PBI payment obligations.

III. Participating Solar Contractor Obligations

- A. The PV system must be contracted and permitted by the Participating Solar Contractor submitting the application on the customer's behalf. Participating Solar Contractors are listed on [Austin Energy's Solar Solutions website](#).
- B. Participating Solar Contractors are required to release customers from contractual obligations upon request without penalty any time prior to the issuance of the LOI.
- C. Participating Solar Contractor must:
 - i. Be listed as the promisor on the solar installation contract with the Applicant or general contractor.
 - ii. Submit an incentive application on the Applicant's behalf.
 - iii. Obtain and maintain the City of Austin electrical permit for installation of the PV system prior to inspection.
 - iv. Disclose any subcontractors employed for the solar project on the Customer Agreement Form (CAF).
 - v. Provide a 10-year warranty (minimum) for the workmanship of the installation and transfer the equipment warranties to the system owner. The warranty statement must be signed by the customer.
- D. Production models must be used to communicate expected annual production to customers. Production models shall include any production impacts due to losses from array azimuth, tilt, and shading specific to the project proposed. Austin Energy uses the National Renewable Energy Laboratory's (NREL) [PVWatts](#) tool as a baseline for internal review.
- E. Participating Solar Contractors must request an electrical inspection for completed project within 365 days of the LOI date. Projects not completed within the allotted time require a new incentive application at the prevailing incentive level.

IV. Installation Requirements

- A. System sizing requirements to quality per incentive level:
 - i. **Medium Commercial Incentive Level:** final system size less than 400 kW-AC.
 - ii. **Large Commercial Incentive Level:** final system size must be between 400-999 kW-AC.
 - iii. **Extra-Large Commercial Incentive Level:** final system size must be 1000 kW-AC or greater.
- B. **Maximum Sizing:** PV systems shall not be sized to produce more than 110% of the historical annual energy consumption of the connected load. Exceptions must be notated on the CAF.
- C. The system must be sited in a location where a minimum average of 75% of the total solar resource fraction (TSRF) is available to the system. An on-site, in-person shade analysis must be made available within 10 business days of a request by Austin Energy or will result in a violation.



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- D. All installed PV system components must be new, listed by the [California Energy Commission](#), and under warranty for a minimum of 10 years (workmanship and equipment).
- E. Installations that include framed solar panels must be installed at a pitch of 5 degree or greater.
- F. The roof on which the PV system is installed must have a minimum of 10 years of usable, warrantied life remaining.
- G. All roof penetrations must be flashed, unless pre-approved by Austin Energy. Requests for approval should be accompanied by compatibility documentation from the racking system manufacturer specific to the roof type that it is to be installed on, and written acknowledgement by the owner that they have been notified that the roof will be penetrated and what method of attachment will be used.
- H. Clamping attachments (such as S-5 Clamps) must be rated by the manufacturer to be compatible with the roofing system.
- I. All PV systems must be interconnected to Austin Energy's electrical grid, at the Customer's expense, in accordance with the [Austin Design Criteria Manual and Austin Energy's Distribution Interconnection Guide](#).
- J. Installation must comply with all applicable local, state, and federal regulations, and in accordance with manufacturer's standards. Individual jurisdictions should be contacted for local requirements, the City of Austin may not be aware of other local jurisdictional requirements.
- K. An electric permit and a separate building permit are required for all commercial PV installations within the City of Austin's jurisdiction. A separate building permit may be required for structural engineering review by the Authority Having Jurisdiction (AHJ) in other regions. If the commercial PV installation is on a property located outside of the City of Austin's jurisdiction, and does not require a building permit, Austin Energy will require an engineer stamped structural drawing for final incentive approval.

V. Incentive Process and Required Documentation

- A. **Choose a contractor:** Qualifying Applicants (Section II), or their general contractor, must choose a contractor from the [Austin Energy's Participating Solar Contractors](#) list.
- B. **Application submittal:** The Participating Solar Contractor must initiate the application on behalf of the Applicant. Applications for solar incentives must be successfully submitted by the Participating Solar Contractor through the [Energy Efficiency Collaboration Platform](#) (ECP) under the Solar PV Commercial PBI program. The following documents must be fully completed and uploaded by the Participating Solar Contractor:
 - i. Customer Agreement Form (CAF) and REC Agreement – filled out with system details, then endorsed by the primary contractor (if different from the solar contractor), subcontractor (where applicable), and the Applicant.
 - ii. Proposed System Layout, including the following:
 - 1. Solar panel and inverter equipment details – make, model, quantity
 - 2. Panel orientation – azimuth and tilt
 - 3. NABCEP endorsement (number and signature) – PV Installation Professional or PV Design Specialist
 - iii. (Optional) Wiring Diagram – this is not required as a component of the incentive application but should be uploaded to the permit system and provided to the inspectors at the time of inspection.
 - iv. (As needed) Designated Applicant verification – Any LOAs or W9s as delineated in Section II.B., required for incentive recipient eligibility.
 - v. (As needed) Written authorization for installation – Required in the case where the Applicant is not the property owner or a designee of the property owner.



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- C. **180 Day Encumbrance:** This letter, sent to both the submitting contractor and the Applicant, confirms the Applicant's eligibility and potential incentive amount for the proposed project. This letter does not guarantee funds, but encumbers the funding pending the submittal of the following documents:
- i. Installation Contract – the document that matches the installation details entered on the CAF and entered into the incentive application.
 1. Customer (should be the same as the Applicant from the CAF) name and installation address
 2. Participating Solar Contractor name and contact address
 3. Total solar installation price – costs not eligible for the Federal Tax Credit or local incentives must be itemized separately
 4. System details – major solar components (make, model, quantity, and total system size).
 5. Minimum 10-year warranty statement (as detailed in Section III.C)
 6. The contract must be endorsed by at least two of the signatories on the original CAF (Applicant, general contractor, subcontractor, or Participating Solar Contractor)
 - ii. Distributed Generation Planning Application (DGPA)
 1. Filled out with system details consistent with those on the CAF and the application
 2. Complete with required endorsements per [Austin Energy's Distribution Interconnection Guide based on system size](#)
 - iii. Incentive amounts with anticipated annual expenditures exceeding \$72,000 will require City Council approval. The Austin Energy Customer Renewable Solutions team will submit the project for approval on behalf of the Applicant. Allow 60 days for approval.
- D. **PBI Solar Installation Letter of Intent (LOI):** This letter, sent to both the submitting contractor and the Applicant, confirms the incentive amount is locked in for the Applicant pending:
- i. Project completion within the 365-day timeline
 - ii. Installation meeting all eligibility requirements outlined in these guidelines
 - iii. Final inspection passed by Austin Energy solar inspectors
 - iv. All final required documentation submitted
- System changes after the LOI is issued, which result in a change of system size (kW) or system performance (kWh) must be submitted through EECF and may result in a change in Incentive Level. Any impacts to system performance will result in a change to the Total Incentive Not-To-Exceed amount and may require additional approval by City Council.
- E. **Installation:** Contractors must request a Pre-construction (100) meeting prior to proceeding with installation, to ensure compliance with federal, local, and program guidelines. The contractor has 365 days from the date of the LOI to install the system and request final inspection. Extensions may be requested through solar@austinenergy.com and are subject to program review.
- F. **Final Inspection:** Once the installation is complete the Participating Solar Contractor must:
- i. Ensure that all applicable permits are open and have not expired.
 - ii. Request inspection through the [Solar Inspection Request Form](#).
 - iii. Submit the following documentation:
 1. (As needed) Final System Layout and/or Change Orders – if the installed system differs from the original application and CAF. Please note, that changes made to the system size and production must remain consistent with the eligibility requirements listed in this document. System changes may result in disqualification for the incentive and should be considered *prior to* implementation.
 2. Final system Invoice, all costs eligible for the Federal Tax Credit and incentives must be itemized.
 - iv. Process the installation in EECF.



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- v. The installation will be inspected for its compliance with national, local, and program guidelines. The customer will be notified of the inspection results via email. Successful pass of final inspection is required for system operation.

- G. **REC Retirement:** Austin Energy will retain the renewable energy credits (RECs) and other environmental attributes (other than tax credits) from energy generated by PV systems receiving incentives. RECs will not be specifically retired on the customer's behalf. Exceptions may be granted in cases where RECs are required for reporting or sustainability program certification. The customer *must* contact REAdmin@austinenergy.com to request an exception.

Austin Energy is not a manufacturer, supplier, or guarantor of PV equipment or contractors. Austin Energy, whether by making available a list of registered contractors and equipment sources or otherwise, makes no representations or warranties of any nature, directly or indirectly, express or implied, as to performance of the contractor or reliability, performance, durability, condition, or quality of any PV system.

