



Solar Development Incentive Program
Handbook

December 2016

INTRODUCTION: SOLAR DEVELOPMENT INCENTIVE PROGRAM

Disclaimer

The Solar Development Incentive Handbook is intended to provide information about the Solar Development Incentive (SDI) program intent, applicability, and participation. Program rules can be found in Oregon Administrative Rules (OAR) 123.093. In the event that there is a discrepancy between language found in this handbook and OAR 123.093, the language in OAR 123.093 overrides language in this handbook.

PROGRAM OVERVIEW

The 2016 Legislature directed Business Oregon to deploy a new clean technology program that encourages the development of solar energy projects in Oregon by providing an incentive to owners of photovoltaic (PV) energy systems with a nameplate capacity of between 2 and 10 MW. Qualified projects enrolled in the program can receive a monthly payment of \$0.005/kWh of electricity generated for a period of five years.

AVAILABLE FUNDING

The Solar Development Incentive (SDI) budget includes a total approved budget of \$951,561 from the General Funds for the 2015-2017 biennium, which was transferred to a separate and distinct Solar Incentivization Fund (SIF). \$821,700 of this budget is set aside to be used as incentive payments that will go to the owners of qualified, enrolled and energy producing photovoltaic installations (enrolled owners). The 2017-19 biennium budget includes a proposed \$3,636,656 for SDI, \$3,286,800 of which is set aside to be used as incentive payments. Given the criteria of the program, maximum incentive payments from the SIF to enrolled owners over the five years will not exceed \$8,217,000

Table 1: Assumptions for Maximum Incentive Payments

150	megawatts
150,000	kilowatts
8760	Hours per year
25%	Capacity factor (CF)
328,500,000	kilowatt-hours/year produced at 25% CF
\$1,642,500	Incentive payments/year at \$0.005/kWh
\$8,212,500	Estimated total incentive payments over five years

SDI will operate until January 2, 2023, at which time the program is expected to sunset. If the program does not reach maximum incentive payment levels, any moneys remaining in the SIF when it ends will be transferred from the SIF back to the General Fund to be available for general governmental purposes.

PARTICIPATION PROCESS

To participate in the program, an owner or operator of a PV energy system must submit their PV system(s) for consideration through the application process and demonstrate their system(s) is eligible to be included in the program. Application for the SDI program is subject to program qualification review and a project readiness assessment. Projects that are deemed qualified will be evaluated by a selection committee to determine if applicants demonstrated that the project will

be executed within program timelines. The selection committee will generate an enrollment queue with preference given to projects that score higher on the project readiness assessment and are deemed likely to begin generating electricity no later than one year after the application closing date.

To apply applicants must complete and submit the online application and upload all supporting materials to demonstrate their project is qualified to be included in the program and will be commercially operational within program timelines. If the applicant is submitting more than one project for consideration, they must complete a unique application for each project and reference all other projects they are submitting for consideration.

All applicants must complete and submit the application and supporting documentation by January 2, 2017.

ELIGIBILITY

Business Oregon, in consultation with external organizations including, but not limited to, the Oregon Department of Energy (ODOE) will determine if a proposed project meets the SDI program eligibility criteria. A solar PV system is qualified if it meets all the criteria below:

- Has applied by January 2, 2017
- Is located in Oregon
- Has a nameplate capacity between 2 and 10 megawatts as measured in alternating current (MWac)
- Has a commercial operation date (COD), as specified in a power purchase agreement, of January 1, 2016, or later
- Is either directly connected to the electrical system of an Oregon investor-owned utility or publicly owned utility, or is indirectly connected to the electrical system of an investor-owned utility or publicly owned utility in a manner that the Selection Committee determines is acceptable for program enrollees
- Has a revenue grade meter or other device that monitors and measures the quantity of energy generated by the solar PV energy system
- Meets any other siting, design, interconnection, installation, and electric output standards required by the laws of Oregon
- The program enrollee, including any business affiliated by common ownership or control with the program enrollee, has not and will not exceed a 35MWac cumulative nameplate capacity of projects enrolled in the SDI program

The application is structured to provide Business Oregon with information that will enable the Selection Committee to determine if a proposed project meets the enrollment criteria. The information in the application will also be used to help determine project readiness and as such the likelihood that projects will generating electricity within 12 months of the application closing date.

Applicants must answer all the questions completely. If any portion of the application is left blank, it may be interpreted as incomplete and may lead to the rejection of the application.

Projects that meet the eligibility criteria are considered 'qualified.' Qualified projects will be evaluated by a selection committee that will assess the likelihood that the project will be executed within program timelines (see [Project Evaluation and Ranking](#) section for more detail), and from that evaluation, develop a queue of eligible projects based on project readiness.

Business Oregon will offer SDI program enrollment to qualified projects in the order in which they are arranged in the SDI queue until 150 MW of eligible projects have been selected.

35 MW Cap

If during the enrollment selection process a single owner, operator, or business affiliate reaches the 35MW cap on eligible projects, all of their other eligible projects in the queue can retain their order in the queue but will not be considered for enrollment unless all of the following criteria are met:

- One of their enrolled projects is removed or otherwise disqualified from the incentive program,
- The SDI program has remaining capacity,
- There are no other eligible projects before them in the queue, and
- The additional project does not result in incentives for more than 35MW of projects associated with a single owner, operator, or business affiliate.

For more information about business affiliations, see the [Enrollee Ownership](#) section.

PROJECT EVALUATION & RANKING

Preference will be given to projects that, if not generating electricity on the date of the application, are likely to begin generating electricity by January 2, 2018. Eligible projects that anticipate generating electricity within 13–24 months after the application closing date will not be excluded from participation, but will be ranked lower to increase the likelihood that SDI funds go to projects that will be completed within program time constraints.

Business Oregon will establish a SDI program Selection Committee (Selection Committee) with representation from organizations including, but not limited to Business Oregon and the Oregon Department of Energy. The Selection Committee will assist in identifying projects qualified to participate in the SDI program, rank qualified projects based on an evaluation of their project readiness, and then meet to discuss evaluated projects in order to generate an enrollment queue that prioritizes projects that are likely to generate electricity by January 2, 2018.

The elements of project readiness that will be assessed include:

- Business Strength (40%)—Preference will be given to projects that are led by demonstrably creditworthy companies with teams that demonstrate an ability to complete projects of similar scale, type, and location within projected timeframes.
- Status of Agreements/Permits (30%)—Preference will be given to projects for which applicants can demonstrate that required permits, agreements, and supply chains have been secured.
- Project Plan (30%)—Preference will be given to projects for which applicants can demonstrate that project milestones have been and are likely to continue to be met, and that demonstrate likely commercial operation by January 2, 2018, or soon thereafter.
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See Evaluation Criteria table on the next page for more details on how projects will be assessed.

Evaluation Criteria				
Project Qualification	Mechanism for Demonstration	Weight	MEASURE	
Basic Eligibility				
Located in Oregon	Location and program coordinates in Conditional Use permit from Authority Having Jurisdiction (AHJ)	100%	No	Yes
Size is 2 to 10 mw	Power Purchase Agreement (PPA), Spec sheets for PV modules and inverters	100%	No	Yes
<=35mw enrolled	List of contacts and organizational names of all owner, operator or affiliate persons, a description of their relationship to the project, as well as the list of all other projects being submitted for enrollment consideration. See OAR 123.093.0700 for more detail	100%	No	Yes
Metered system	PPA and application	100%	No	Yes
Commercial Operations Date (COD) of 1/1/2016 or later	PPA	100%	No	Yes
Likelihood of generation by January 2, 2018	See Project Readiness/Execution Timeframe Table	100%	See Project Readiness/Execution Timeframe Table	

Project Readiness/Execution Timeframe	Mechanism for Demonstration	Weight	MEASURE			
			Unlikely	Less Likely	More Likely	Highly Likely
Business Strength		40%				
Secured Funding Sources	Commitment to Lend or a Term sheet, Documentation (i.e., award letters, confirmation e-mails, other communication) confirming secured or granted funding sources and amounts	35%	No term sheet or Commitment to Lend	Term sheet plus demonstrable financial outlay towards project costs	Funded at <100%, Signed Commitment to Lend and demonstrable outlay towards project costs	Signed Commitment to Lend, funded at 100%, and demonstrable outlay towards project costs
Experience	A list of renewable energy project team members, roles, and qualifications. Resume of renewable energy project manager and other key team members. List of any similar renewable energy projects completed.	5%	Limited experience executing comparable projects.	Demonstrable history of comparable projects under construction	Demonstrable history of timely completion of comparable projects	Demonstrable history of timely completion of comparable projects in Oregon
Agreements/Permits		30%				
Status of Agreements and Permits	e.g., Contractor bids and explanation of status, materials invoices, permission to operate from utilities/notice to proceed from AHJ. See below for more details.	30%	Feasibility studies complete; site control established; PPA in negotiation; permits not yet secure.	Studies complete; site control established; permitting processes complete; PPA in place with Agreed upon COD; Interconnection Application and studies in process.	Studies complete; site control established; permits secured; PPA secured; signed.	All previous steps complete; contractors secured; supply contracts secured; final documentation from AHJ and utility approving system operation acquired.
Permitting Status	Conditional Use Permit/Notice to Proceed from Authority Having Jurisdiction (AHJ), copies of other signed required permits where applicable and narrative for those not complete or applicable					
Site control agreement	Land Ownership documentation or long-term lease					
Status of Power Purchase Agreement (PPA)	Power Purchase Agreement					
Status of Interconnection Agreement (IA)	Interconnection Agreement					

Status of Transmission Agreement (if applicable)	Transmission Agreement					
Contractors secured	List of contractors and description of the status of contracts/agreements					
Supply contracts	Supply invoices, contracts, bids, or proposals					
Project Plan		30%				
Commercial Operations Date	Power Purchase Agreement	15%	More than 18 months	Within 18 months of applying	Within 6–12 months of applying	< 6 months of applying
Project Development Timeline	A Gantt chart or schedule that includes duration of each development stage and dates of major milestones (e.g., equipment procurement, equipment delivery on site, construction begins, construction ends, commissioning, etc.).	10%	Target generation in or after H2 2017, many or major risks	Target generation in H2 2017, with few or minor risks	Target generation in H1 of 2017, with few and/or minor risks	Target generation in H2 2016, with few and/or minor risks
Community Engagement/Outreach	List of required and optional community engagement activities, including goals, audience, and tactics	5%	None—e.g., None required, none initiated	Low—e.g., none required, owner initiated community engagement	Medium—e.g., minimum as required in permitting	High—e.g., As required in permitting as well as owner initiated community engagement
Total		100%				

INCENTIVE STRUCTURE AND PAYMENTS

The SDI program offers a flat cents-per-kWh payment for all output from an enrolled project for up to five years. Business Oregon will make monthly payments to an enrolled project of \$0.005/kWh of electricity generated by the enrolled project during the preceding month. Payments shall continue for up to five years after the date on which Business Oregon makes the initial payment to the program enrollee for energy generated by the enrolled project.

Business Oregon will disburse SDI payments of \$0.005/kWh of demonstrated production of solar energy generated during the preceding month. Enrollees will be required to demonstrate (via e.g., meter data or monthly utility purchase statements) the amount of electricity that is produced by the SDI project on a monthly basis by submitting production data to Business Oregon.

PAYMENT REDUCTIONS AND DISQUALIFICATIONS

Enrolled SDI projects that are unable to begin generating electricity by January 2, 2018, will have a reduction in the total number of months for which they are eligible to receive payments.

Beginning on January 2, 2018, for each month that the SDI project does not generate electricity, Business Oregon will reduce, by one month, the number of monthly payments otherwise required to be paid to the SDI project owner. For example, SDI project owners can receive 60 months of incentive payments if they are generating electricity by January 2, 2018. If instead, the project does not begin to generate electricity until July 2018 (18 months after the application deadline of January 2, 2017), the project will only receive 54 months of incentive payments (60 months–6 months when the project was not generating electricity past the 12-month timeframe = 54 months of incentive payments).

If by January 2019 (two years after an SDI project's application) the SDI project is not interconnected, commercially operational, and generating electricity, Business Oregon reserves the right to remove the solar PV energy system from the SDI program and the SDI project owner may not receive any payments otherwise required to be paid to the SDI project owner for said SDI project.

OWNERSHIP & EXCLUSIONS

Enrollee Ownership and Control

SDI program participation is limited to 35 MW of projects per enrollee project owner or operator and any business affiliated with the program enrollee. The intent of this cap is to prevent a single or small number of solar developer owners or operators from reaping all or most of the benefits of the incentive program.

Ownership and affiliations Applicants will be required to disclose all individuals and entities that hold, directly or indirectly, ownership interests or control of the project applying for SDI enrollment, as well as entities in which the applicant holds, directly or indirectly, ownership interests or control.

Contractual agreements Applicants are required to disclose contracts between the applicant and other individuals or entities that own or operate solar photovoltaic energy systems in Oregon, and may be required to submit additional information on the nature of the contract.

Failure to disclose ownership information, especially as it may pertain to program enrollees exceeding the 35 MW cap in SDI participation, may result in immediate termination of program incentive payments, the removal of all associated SDI projects from the SDI program (see OAR 123.093.0700).

Public Purpose Funds

Owners of enrolled projects are not eligible to receive Public Purpose funds ([ORS 757.612 \(3\)\(b\)\(B\)](#)) unless the funds are received pursuant to an agreement entered into before March 16, 2016.

Renewable Energy Certificates

Owners of enrolled projects also own all renewable energy certificates under [ORS 469A.130](#) that are associated with the generation of the enrolled project.

Confidentiality & Public Records Disclosure

Applications may be reviewed by any Business Oregon, Oregon Department of Energy, or Oregon Public Utility Commission employee, Board member, or contractor. If Business Oregon uses an outside party to help review the application, it will require that party to sign a confidentiality agreement. Subject to litigation or other legal disclosure requirements, including but not limited to disclosure required by the Oregon Public Records Law, Business Oregon will not otherwise disclose information submitted in this application.

Public Records Disclosure

The director or his or her designee shall provide nonexempt program records for inspection in accordance with Oregon Public Records Law.

The person requesting inspection of the records may be charged in advance the department's cost for locating, compiling, copying, and mailing the records. Such costs shall include but not be limited to costs incurred in locating records, separating exempt and nonexempt records, having a custodian present during the inspection, preparing lists of data, making photocopies, and telefaxing materials. Fees to be collected shall be set forth in the department's schedule of fees and may be amended from time to time as the department in its sole discretion may determine.

ENROLLMENT REQUIREMENTS & REPORTING

Program enrollment. Enrollees with projects selected to participate as SDI projects will be required to sign an agreement detailing the conditions and requirements of enrolling their project in the SDI program and accepting SDI payments. Once all contracts and materials have been received, SDI projects will be given an enrollment date after which they may begin tracking electricity produced and requesting the associated incentive payment.

Production demonstration. SDI projects will be required to demonstrate (via e.g., meter data or monthly utility purchase statements) the amount of electricity that is produced by the system on a monthly basis by submitting production data to the department by the 15th day after the end of the previous month.

Automated Clearing House (ACH) payment. The department will issue direct deposit payment via ACH only. Program enrollees will be required to complete necessary forms and approvals to facilitate ACH payments.

Reporting Requirements

Applicants of eligible projects selected to participate will be sent an email with an offer to enroll in the SDI program. If the applicant wishes to enroll a selected project they will be required sign a program enrollment contract which includes the following reporting requirements.

Enrollment Confirmation Project Description—Due prior to program acceptance and including, but not limited to, the following project components as applicable:

- Project ownership and affiliated organizations details.
- Project specifications, such as:
 - Site specifications
 - Production estimates
 - Off-taking entity(ies), REC status, and anticipated wheeling charges where applicable.
- Incentive program participation:
 - A list of all other affiliated projects that have applied for SDI funds
 - A list of all other public incentive programs and associated amounts that the enrolled project is receiving or intends to apply to (e.g., federal tax credits, state loan programs, etc.)
- Project benefits, such as:
 - Number of full-time-equivalent positions created, both construction and operations & maintenance and associated wages.

Project status report(s)—Projects that are not yet operational will be required to submit quarterly project status reports until the project is operational. Project status reports must be submitted to the department on the 15th day of the month following the close of each calendar quarter until the SDI project is completed and online. Failure to submit reports may delay the process of future payments or result in the offer of SDI program enrollment to be rescinded. Quarterly project status reports include, but are not limited to, the following project details:

- Brief narrative summarizing project progress, including key milestones, and progress towards those milestones.
- Status of required permits and approvals
- Equipment procurement status
- Installation status
- Inspection status

Commissioning report—After an SDI project is complete, and prior to receiving incentive payments, program enrollees must submit a Commissioning Report. SDI projects that are operational at the time of enrollment must complete a Commissioning Report prior to receiving incentive payments, which can be submitted at the same time as the Enrollment Confirmation Project Description report submission. Commissioning reports include, but are not limited to, the following project details:

- Project details such as final installed cost, online date, final installed size, production data access mechanism.
- Brief project narrative, including project description, biggest challenges and lessons learned.
- Project permit and agreements documentation, including such things as code and safety inspections from the Jurisdiction Having Authority (JHA), utility final inspection report, and fully executed IA indicating approval to connect project to the grid.
- Project financial summary, including such things as Commitment to Lend documentation and confirmation of all funding sources and amounts.

- Final list of associated projects and affiliated organizations that have applied for SDI funding.

Production reports—Projects that have been approved to begin receiving the SDI payments must submit a monthly production report by the 15th day after the close of the previous month.

Production reports include, but may not be limited to reporting on:

- Monthly kilowatt hour (kWh) production. Monthly kWh production as verified through:
 - The Western Renewable Energy Generation Information System (WREGIS), including Energy Information Administration (EIA) Utility and Plant codes, and the WREGIS generator ID,
 - a Qualifying Reporting Entity,
 - a production statement from the purchasing utility, or
 - another verifiable mechanism as agreed upon with Business Oregon.
- Capacity factor. Actual capacity factor for the preceding month
- Changes in capacity. Explanation of unanticipated capacity changes experienced in the previous month, both higher and lower, as well as large capacity deviations anticipated for projected production.
- Greenhouse gas reduction. Calculation of estimated greenhouse gas reductions for the preceding month using a calculation methodology as provided by the department.
- REC status. REC status including owners in Oregon and any changes in REC ownership.

Change report—The incentive payments for enrolled projects are limited to the electricity produced by the enrolled project as described in the incentive program contract. Enrollees must notify the Business Oregon of any change in an enrolled project scope as soon as possible.

Changes to project details before or during program enrollment, including but not limited to project size, location, off-taking entity, or to any of the project details evaluated when determining eligibility, must be reported to and approved by Business Oregon to determine if the project is still eligible.

Changes in scope may affect program eligibility and could result in termination of, or adjustments to program incentive payments. Where a delay in project change reporting results in an overpayment Business Oregon will seek to recapture over payment and reserves the right to offset future payments as well as other remedies allowable by law to recapture over payment.

Annual report—Forty-five days after the first half of each calendar year, SDI program enrollees will submit additional data with their monthly report, including, but not limited to

- Total number, wages, and location of jobs associated with the project,
- Federal tax credits claimed in Oregon, and
- Total rents paid to land owner.

Failure to provide required reports, or failure to fully and accurately report project details as required in each report type, may result in immediate termination of program incentives payments and the removal of all associated SDI projects from the SDI program. See OAR 123-093 for more detail.

SOLAR DEVELOPMENT INCENTIVE APPLICATION PROCESS

**Application Deadline: January 2, 2017, 11:59 PM Pacific Standard Time

Below are details on how to submit a project for enrollment consideration. The sample application form below is provided only to help applicants anticipate the questions that are asked in the application. Applicants **MUST** use the online application form **ONLY**.

HOW TO APPLY FOR FUNDS

Step 1: Prepare to apply

- Review eligibility requirements, award recipient responsibilities, evaluation, and selection criteria.
- Review the application questions in this handbook.
- Gather PDF versions of the following documents as applicable:
 - Agreements/Permits
 - Power Purchase Agreement
 - Interconnection Agreement
 - Transmission Agreement (when applicable)
 - Conditional Use Permit from Authority Having Jurisdiction
 - Site Control Agreement (e.g., Land ownership documentation or long-term lease agreement)
 - Project Details/Financials
 - Commitment to Lend. Include a signed Commitment to Lend or, if there is not yet a Commitment to Lend, attach a Term Sheet and *pro forma*
 - If no Commitment to Lend:
 - Term Sheet.
 - Project financial *pro forma*
 - Team Credentials: Include resumes of renewable energy project manager and other key team members.
 - Equipment Specifications sheet for PV modules and inverters
 - Contractor/Supplier Bids: **Applicants may, but are not required to**, upload documentation to demonstrate the most current stage of development with regard to supply and contractor milestones. These could include documentation such as bids and/or prices quoted with date through which the prices are valid, invoice(s) indicating payments made, or cancelled checks, packing lists, or shipment tracking documentation.
 - Project Development Timeline: A Gantt chart or schedule that includes dates and duration of major development, financing, construction, and operation milestones (e.g., project Gantt chart including equipment procurement, equipment delivery on site, construction begins, construction ends, commissioning, etc.).

Step 2: [Create an Account](#) at the Business Oregon Application Portal. Complete the [application form](#) and upload supplemental documents. Applicants must complete all fields in the application form for their project to be considered for funding. This application and supplemental material will serve as the primary means by which projects will be evaluated. Business Oregon and/or its designee may contact you for further information, so please provide current and complete contact information.

Step 3: Submit completed application form online including the upload of supplemental documents by 11:59 p.m. PST, January 2, 2017.

APPLICATION/AWARD TIMELINE

Monday, December 5, 2016	Business Oregon begins accepting applications
Tuesday, January 2, 2017	11:59 p.m. PST–Submittal deadline
Mid-January 2017	Selection Committee Meeting
Late-January/early-February 2017	Applicants will be notified about enrollment status via email.

Questions about the funding award, the application, and the funding process should be submitted to SDI.info@oregon.gov

APPLICATION QUESTIONS

DO NOT COMPELTE THIS FORM. USE THE ONLINE APPLICATION ONLY

<p>Section 1–Applicant Information Enter the following information for the entity that is completing this form and contact information for the person who will be the main point of contact with Business Oregon during the application review process.</p>			
A. Company			
B. Website			
C. Contact Name			
D. Mailing Address	City	State	Zip
E. Telephone	F. Email		
<p>Section 2 –System Project Developer Information Enter the following information for the entity that will own and maintain the solar electric system <input type="checkbox"/> System Project Developer is the same entity as the Applicant above (leave the rest of this section blank).</p>			
A. Company			
B. Contact Name			
C. Mailing Address	City	State	Zip
D. Telephone	E. Email		
<p>Section 3–System owner Information Enter the following information for the entity that will own and maintain the solar electric system <input type="checkbox"/> System Owner is the same entity as the Applicant above (leave the rest of this section blank). <input type="checkbox"/> System Owner is the same entity as the Project Developer above (leave the rest of this section blank).</p>			
A. Company			
B. Contact Name			
C. Mailing Address	City	State	Zip
D. Telephone	E. Email		
<p>Section 4–Site Owner Information Enter the following information for the entity that owns the site property. <input type="checkbox"/> Site Owner is the same entity as the Applicant above (leave the rest of this section blank). <input type="checkbox"/> Site Owner is the same entity as the System Owner above (leave the rest of this section blank). <input type="checkbox"/> System Owner is the same entity as the Project Developer above (leave the rest of this section blank).</p>			
A. Company			
B. Contact Name			
C. Mailing Address	City	State	Zip
D. Telephone	E. Email		

APPLICATION QUESTIONS

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Section 5—Ownership / Affiliations

A. Ownership
 Describe the project's financial ownership model. If multiple parties are associated with the ownership of this project, describe the type, period and payment terms of the agreement between these parties. If ownership is scheduled to change during the project life, please describe those future ownership transitions. If the System Owner is an LLC or other special-purpose entity, please disclose the sponsors of that entity. Include who will pay for and own the project, who will receive the financial benefits, and who will pay for maintenance and repairs?

B. Entities with an Affiliation to the Applicant
 List all entities in which the applicant holds, directly or indirectly, ten percent or more of the ownership interests or control.

Entity name	Entity location	NAICS	Describe applicant ownership and/or control interests

C. Owners and Affiliates Related to the Project Applying to the SDI Program in this Application
 List all individuals and entities that hold, directly or indirectly, ten percent or more of the ownership interests or control of the project applying for SDI enrollment.

Owner/Affiliate Name	Company Name	Affiliation Description (describe the nature of the relationship with the applicant)	Relationship to project (describe the nature of the relationship with the project)

D. Contractual Agreements Related to the Project Applying to the SDI Program in this Application
 List contracts between the applicant and other individuals or entities that own or operate solar photovoltaic energy systems in Oregon,

Owner/Affiliate Name	Company Name	Contract Description (describe the nature of the contract with the applicant)	Relationship to project (describe the nature of the contract with the project)

APPLICATION QUESTIONS

DO NOT COMPELTE THIS FORM. USE THE ONLINE APPLICATION ONLY

<p>E. Related projects applying for SDI List all other projects that you or an affiliated company or individual are submitting for SDI enrollment consideration. If you are submitting more than 35 MW of projects for consideration, list them in the order in which you prefer them to be considered:</p>				
Applicant Name	Company Name	Project Name	Location	Size
Section 6–Project Summary				
A. Project name		B. Commercial Operation Date <input type="checkbox"/> Agreed upon <input type="checkbox"/> Proposed		
C. Briefly describe how participation in this program impacts your project, e.g., profit margins, securing financing, accelerated deployment timeframe, etc.				
D. Describe existing metering obligations for the proposed project and how you propose sharing metered data with the SDI program to document production.				
E. Site location (Taxlot number)				
F. County		City	State	Zip
G. Total nameplate capacity		MW _{DC} MW _{AC}	H. Estimated total electricity generated in first year (MWh)	
I. Tracking is: <input type="checkbox"/> Fixed <input type="checkbox"/> Single-Axis <input type="checkbox"/> Double-Axis		J. Total Acres required (Include all components referenced in OAR 660-033-0130 (38)(e))		K. Soil NRCS agricultural capability class(es) on said acreage (See OAR 660-033-0130 (38))
N. Inverter information				
Manufacturer		Model		Quantity
O. PV Module information				
Manufacturer		Model		Quantity

APPLICATION QUESTIONS

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Section 7—Interconnection/Transmission and intended use	
A.	Describe the type of Power Purchase Agreement your project seeks from interconnecting utility (standard Qualifying Facility or negotiated) and your progress toward obtaining that Agreement. Attach single PDF of signed PPA.
B.	Name of Interconnecting utility:
C.	<input type="checkbox"/> Interconnecting utility is the off-taking entity <input type="checkbox"/> Interconnecting utility is not the off-taking entity (complete section D, otherwise skip to F)
D.	Name of Off-taking entity:
E.	If your project is interconnecting to a utility other than the one with which it has a Power Purchase Agreement, describe your plan to transmit power to that utility and, if applicable attach a single PDF of the Transmission Agreement
F.	Describe your progress in the interconnection process, including whether the serving utility can provide interconnection to meet to meet the projected commercial operation date of the project and, if the proposed project has an Interconnection Queue number, please list it. Attach a single PDF of the signed Interconnection Agreement if applicable.

APPLICATION QUESTIONS

DO NOT COMPELTE THIS FORM. USE THE ONLINE APPLICATION ONLY

Section 8–Agreements/Permits

A. If the project has an approved Conditional Use Permit, **attach the approved Conditional Use Permit as a single PDF**. If any permit components were undertaken that are not included in the Conditional Use Permit, indicate their status below.

If the project does not have an approved Conditional Use Permit, **attached the Condition Use Permit application as a single PDF** and indicate the status of all necessary permits or other approvals required for the project:

Permit/Agreement Description	Not required	Required, Application not yet Submitted	Application Submitted	Permit/ approval received	Unsure if required
Air/land use					
Electrical					
Structural					
Mechanical					
Plumbing					
Zoning					
Environmental impact					
Cultural/historic impact					
Interconnection					
Power purchase agreement					
City council/ board approvals					
Goal exception					
Retirement/Decommissioning obligations					
Other:					

For required permits not yet approved, describe the status of each, including planned steps, critical milestones and an acquisition timeline.

B. Site control for proposed project:
 System Owner owns the site(s)
 System Owner leases the site(s)
 Other. Please describe

C. If host owns the site, attach a single PDF of the associated land ownership documentation
 If Host leases the site and/or has easements rights, describe the length and terms of the site lease and/or easement for the proposed project and **attach a single PDF the associated long-term lease agreement**

APPLICATION QUESTIONS

DO NOT COMPELTE THIS FORM. USE THE ONLINE APPLICATION ONLY

Section 9—Contractors/Suppliers						
<p>A. Supplies Milestones—has the project reached milestones in securing supplies? Check the boxes below where applicable and indicate company name, milestones status and provide supporting documentation.</p>	<p>Supplier or Contractor Company Name</p>	<p>Bids & Prices</p>	<p>Deposits Made</p>	<p>Paid in Full</p>	<p>Products Delivered</p>	<p>Products Installed</p>
<p><input type="checkbox"/> Inverter manufacturer or distributor</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><input type="checkbox"/> Module manufacturer or distributor</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><input type="checkbox"/> Other manufacturer or distributor</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Applicants may, but are not required to, upload documentation to demonstrate the most current stage of development with regard to supply milestones. Examples of supporting documentation include:</p> <ul style="list-style-type: none"> • Bids & Prices: Include upload of bids and/or prices quoted with date through which the prices are valid • Deposits Made or Paid in Full: Include upload of invoice(s) indicating payments made, or cancelled checks. • Products Delivered: Include upload of product packing lists, or shipment tracking documentation • Products installed: Include upload of product packing lists, or shipment tracking documentation and photos of installed equipment. 						
<p>B. Contractor(s) Milestones—Has the project reached milestones in securing contractors? Check the box below and indicate company name, milestone status and upload supporting documentation.</p>	<p>Supplier or Contractor Company Name</p>	<p>Bids & Prices</p>	<p>Deposits Made</p>	<p>Paid in Full</p>	<p>Active Contract</p>	<p>Services Rendered</p>
<p><input type="checkbox"/> Contractor(s)—Include at least construction contractor(s).</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICATION QUESTIONS

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Applicants may, but are not required to, upload documentation to demonstrate the most current stage of development with regard to contractor milestones. Examples of supporting documentation include:

- Bids & Prices: Include upload of bids and/or prices quoted with date through which the prices are valid
- Deposits Made or Paid in Full: Include upload of invoice(s) indicating payments made, or cancelled checks.
- Active Contract: Include status report and most recent paid invoice with total unpaid balances
- Services Rendered: Include upload of final statement demonstrating scope of work and that the account is paid in full.

Section 10–Project Team and Qualifications

A. Describe the experience, credentials, and role of the **Applicant**.

B. List key members of the project development team who will be involved in the proposed project, whether staff, consultants or contractors. Describe the experience, credentials, prior work with the applicant and role of each. Include roles such as permitting, design, procurement, installation, operations & maintenance, financial services, contracting, etc. If critical project development roles or functions have been identified, but have not yet been filled, please identify them and indicate that the role has not yet been assigned. **Attach single PDF of resumes of key team members.**

C. List all legal or administrative proceedings pending and/or concluded which are adverse to Applicant or Applicant’s organization within the last five years and relate to procurement or performance of any public or private contracts.

D. Has the Applicant or Applicant’s organization, its predecessors, if any, or any principal of the firm been insolvent or declared bankrupt within the past 5 years?

Yes No

If **yes**, explain.

APPLICATION QUESTIONS

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E. Is the Applicant or Applicant’s organization, its predecessors, if any, or any principal of the firm currently in default with the state of Oregon?

Yes No

If **yes**, explain.

Section 11–Financial Structure

A. Project has a Commitment to Lend,

Yes No

If yes, continue to 11.C attach a single PDF of the signed Commitment to Lend.

If no, continue to 11.B

B. Project has a Term sheet from a lender

Yes No

If yes, attach a single PDF of the Term sheet including expiration date and project financial *pro forma*. *Pro forma* should show year-by-year cash flow including capital costs, equity, debt, grants, tax benefits, operating and ownership costs, maintenance costs and energy sales/usage revenues for the life of the project.

C. Sources of Funding

List and describe all funding sources and income streams of the project, as well as the nature of the contribution—grant, donation, production or capital incentive, cash or in-kind. List each incentive program on a separate line. Please provide documentation confirming secured funding sources.	Source and Type of Funding	Amount	% of Total Project Cost	Secured or Pending	Date secured or expected
	Totals		100%		

D. Briefly describe the process to secure any ‘pending’ funding sources.

APPLICATION QUESTIONS

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Section 12—Project Plan

A. Development schedule

Eligible projects must be in commercial operation, as specified in a power purchase agreement as of January 1, 2016, or later. If not already an operating facility, preference will be given to projects with agreed upon CODs that are closest to the date of program enrollment. Eligible projects must generate electricity within 23 months of enrollment. Projects that cannot demonstrate the ability to generate electricity within 23 months of enrollment will not be considered for the program.

Please identify all significant development tasks, their beginning and end and current status. Identify potential challenges and risks to completing the project on time and your strategy for mitigating each of those risks. Provide a description of the project timeline, including system design, agreements, equipment procurement, site preparation, system installation and commissioning and **attach a Gantt chart of the project timeline.**

B. Community outreach/engagement

Describe the community outreach that has been conducted or is planned for this project. Include such details as activity date, goals, audience, tactics, reach, and whether the activity is required or voluntary.

Section 13—Operations & Maintenance

A. Operations and maintenance plan

Describe how the facility will be operated and maintained over the life of the project, including sources of funding to implement the plan. Who are the responsible parties and how will they be held accountable? List any warranties on equipment and labor, agreements with O&M service providers, and/or insurance that will be secured. Describe data monitoring capabilities and who will be responsible for reviewing the data and/or responding to data anomalies.

Section 14—Conflict Disclosure

A direct or indirect actual or potential conflict of interest is defined as any situation in which Applicant has or may be reasonably construed to have a direct or indirect personal or financial interest in any business affairs of Business Oregon, whether

- because of a proposed contract or transaction to which Business Oregon may be a party, in which Business Oregon may be interested, or which is under consideration by Business Oregon; or
- because such conflict is purely conceptual, because of similarity of business interests or affairs.

Applicant agrees to promptly inform Business Oregon in writing of any Conflict of Interest or potential Conflict of Interest which becomes apparent during review of this application.

Applicant is aware of existing or potential Conflicts of Interest. Yes No

If **yes**, please discuss below.

APPLICATION QUESTIONS
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Section 15—Terms and Conditions

No Commitment

This application does not constitute an offer by Business Oregon to provide any incentive or to enter into a contract, nor does it commit Business Oregon to enter into a contract or similar undertaking with the Applicant or any organization associated with the Applicant. Business Oregon reserves the right to suspend or modify the application process or require a different application that would supersede and replace this one.

Commencement of discussions or negotiations in connection with this application does not commit Business Oregon to provide incentive funding, execute a contract or continue discussions with respect to this application, the Applicant or Applicant's organization. Any participant in these discussions or negotiations can discontinue its participation at any time and for any reason.

Business Oregon is under no obligation to pursue this application, or, subject to the Oregon Public Records Law, to disclose to the Applicant any information concerning its disposition of, or action on, the application. Any recommendations or conclusions from this application process concerning the Applicant shall not grant any rights to Applicant (property or otherwise). No binding obligation shall be created unless Business Oregon and the Applicant execute a definitive binding agreement and any awards made by the Business Oregon as a result of this application will be subject to the terms and conditions of such definitive binding agreement.

Confidentiality

Applications may be reviewed by any Business Oregon, Oregon Department of Energy, or Oregon Public Utility Commission employee, Board member, or contractor. If Business Oregon uses an outside party to help review the application, it will require that party to sign a confidentiality agreement. Subject to litigation or other legal disclosure requirements, including but not limited to disclosure required by the Oregon Public Records Law, Business Oregon will not otherwise disclose information submitted in this application.

Public Records Disclosure

The director or his or her designee shall provide nonexempt program records for inspection in accordance with the Oregon Public Records Law.

Waiver of Claims

Applicant waives any right it may have to bring any claim for damages against Business Oregon, Business Oregon Commission, Business Oregon's agents, employees, or contractors with respect to any matter arising out of any process associated with this application.

Section 16—Applicant Certification and Signature

The applicant hereby certifies that:

1. Applicant is duly authorized to submit this application and the undersigned is authorized by the Applicant to execute and deliver this application to Business Oregon on Applicant's behalf;
2. The contents of this application and the information contained in this application including all attachments is, to the best of applicant's knowledge after due investigation, complete, current and accurate and presents fairly the condition of the applicant and projects and their intended operations for the period set forth in this application;
3. Applicant has read, understands and agrees to all of the terms and conditions as set forth in this application;

APPLICATION QUESTIONS

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4. Except as described in this application, no litigation or legal proceeding is current, pending or threatened in any court, in any way affecting the eligibility of the applicant to apply for this financing or the ability of the applicant to complete the project and there are no unasserted claims outstanding against the applicant or any of its principals;
5. Applicant is not delinquent in paying taxes owed to any taxing entity and applicant is in compliance with all federal, state, and local laws and regulations;
6. Neither applicant nor any of its affiliates, owners or officers has filed for bankruptcy in the past ten years, unless so indicated in this application;
7. Applicant agrees and acknowledges that material misrepresentation of fact is grounds for Business Oregon to deny or withdraw its incentive commitment at any time, and pursue any other legal option open to the department;
8. This application contains all material information that is necessary for the department to act on the application. Applicant agrees and acknowledges that the department is authorized to investigate the creditworthiness and business standing of the applicant, any of its principals or guarantors and any related business organization, and further, to take action which the department deems necessary to evaluate and verify any statement or material submitted in connection with the application;
9. Applicant authorizes the department to access Oregon State Employment Department information now and in the future to obtain employment information related to the project;
10. Applicant understands and accepts that the approval or denial of this application is, subject to applicable law, within the sole discretion of Business Oregon;
11. Applicant understands and accepts that all costs associated with completing this application are the sole responsibility of Applicant and that the application and all materials submitted with it shall become the property of Business Oregon and shall not be returned to the Applicant;
12. Applicant authorizes Business Oregon to contact references and to investigate the business financial credit history of the Applicant, its affiliates, and all associated partners, principals and management, and authorizes the release of all said information to Business Oregon;
13. Applicant has included in this application all information necessary to ensure that the statements herein do not in whole or in part mislead Business Oregon as to any material fact; and
14. Applicant will report immediately in writing to Business Oregon any changes to the information contained herein at any time while this application is under consideration.
15. Applicant (a)has reviewed the applicant as well as the award recipient requirements and will be able to meet the enrollment requirements as described in the Solar Development Incentive Handbook in section Enrollment Requirements & Reporting and in OAR 123-093, if applicant’s project is enrolled, and (b) attests that the information provided above responding to this application is both accurate and current. Applicant also agrees and acknowledges that submitting an application in no way obligates Business Oregon to enroll this project in the Solar Development Incentive program and that program enrollment is, subject to applicable law, at the sole discretion of Business Oregon.

Applicant Name (printed)			
Authorized Representative (printed)	Title	Signature	Date

Supplemental Document Checklist

Applicants must demonstrate project readiness to be considered for enrollment. As part of the demonstration process, applicants are encouraged to upload supporting documentation that helps illustrate the stage of development of the project. If any required documents are not included, please identify the reason why (below). If you included documents not listed below, indicate the section of the application to which they are relevant.

Included	Not included	Not Applicable	Supporting Documentation Please clearly label each PDF attachment included in your application with Project Name and the attachment type. Where applicable, use the labels in bold below as the document type name.
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Attachments for Section 7—Interconnection/Transmission and Intended Use

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power Purchase Agreement. Include a copy of the signed Power Purchase Agreement. If this is not applicable for this project the applicant must provide a detailed description of why the project does not need a Power Purchase Agreement in section 7A.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interconnection Agreement. Include a copy of the signed Interconnection Agreement if complete.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transmission Agreement. Where applicable, include a copy of the signed Transmission Agreement.

Attachments for Section 8—Agreements/Permits

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conditional Use Permit. Include a copy of the granted Conditional Use Permit. If the permit has not yet been granted, include the Conditional Use Permit application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Control Agreement. Land ownership documentation or long-term lease agreement.

Attachments for Section 9—Contractors/Supplies

Applicants may, but are not required to, upload documentation to demonstrate the most current stage of development with regard to supply and contractor milestones

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supplies. May include documentation such as bids and/or prices quoted with date through which the prices are valid, invoice(s) indicating payments made, or cancelled checks, product packing lists, or shipment tracking documentation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor Bids. May include documentation such as bids and / or prices quoted with date through which the prices are valid, invoice(s) indicating payments made, or cancelled checks, contract status report and most recent paid invoice with total unpaid balances, and/or final statement demonstrating scope of work and that the account is paid in full.

Attachments for Section 10—Project Team and Qualification

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credentials. Include resumes of renewable energy project manager and other key team members.
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Attachments for Section 11–Financial Structure

Commitment to Lend. Include a signed Commitment to Lend or, if there is not yet a Commitment to Lend, attach a Term Sheet and *pro forma*

Term Sheet. Including amounts and expiration dates.

Project financial *pro forma*. Pro forma should include year-by-year cash flow including capital costs, equity, debt, grants, tax benefits, operating and ownership costs, maintenance costs and energy sales/usage revenues for the life of the project.

Attachments for Section 11–Financial Structure

Project Development Timeline. A Gantt chart or schedule that includes duration of each development stage and dates of major milestones (e.g., equipment procurement, equipment delivery on site, construction begins, construction ends, commissioning, etc.).

Justification for missing documentation: