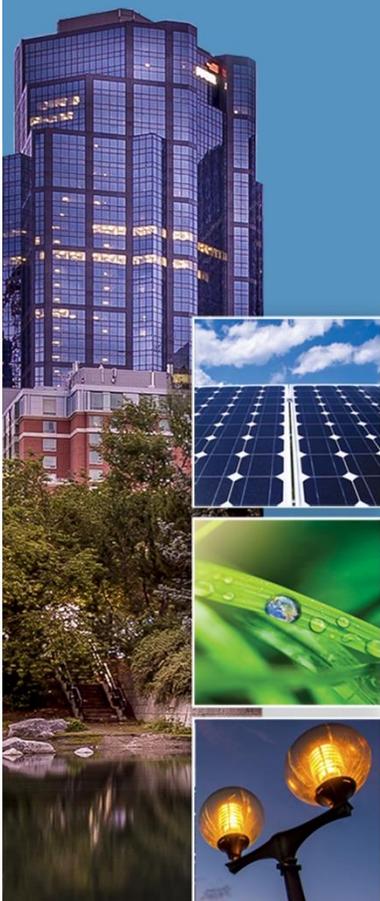


AMSP Guidebook

This Guidebook provides an overview of the eligibility requirements, available funding, and process for municipalities to participate in the Alberta Municipal Solar Program.

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MCCAC
Municipal Climate Change Action Centre

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1.0 Program Overview

The Alberta Municipal Solar Program (AMSP) provides financial rebates to Alberta municipalities who install solar photovoltaic (PV) systems on municipal facilities or on municipal land and complete public engagement for the project as described in Section 4.0.

2.0 Eligibility

2.1 Eligible Participants

The following organizations are eligible to participate in the AMSP:

- a. Municipalities: all designated municipalities within the province of Alberta are eligible to participate in the AMSP. As per Section 1(s) of the [Municipal Government Act](#), a “municipality” is defined as:
 - i. a city, town, village, summer village, municipal district or specialized municipality,
 - ii. repealed 1995 c24 s2,
 - iii. a town under the *Parks Towns Act*, or
 - iv. a municipality formed by a special Act;or, if the context requires, the geographical area within the boundaries of a municipality described in subclauses (i) to (iii).
- b. Community-related organizations: non-profit community-related organizations (CROs) are eligible to participate in the AMSP if the project is located on municipally owned facilities or on municipally owned land. While CROs are eligible to participate, the municipality¹ must be the signatory to the funding agreement and all reimbursements made under the program will be directed to the municipality. Such instances will be evaluated on a case-by-case basis.

2.2 Eligible Projects

To qualify for funding under the AMSP, all projects² must be:

- a. compliant with the Government of Alberta’s [Micro-generation Regulation 27/2008](#), as amended from time to time;
 - i. As per the regulation, solar projects must be grid-connected
- b. greater than or equal to 2 kilowatts (kW DC PV array capacity); and
- c. new installations, where “new” is defined as installations that have been completed and energized after February 5, 2016.

¹ “Municipality” means the legal signatory to the AMSP Implementation Funding Agreement that meets the definition of “municipality” under Section 1(s) of the *Municipal Government Act*

² “Project” means the solar PV system or multiple systems for which funding is requested through a single AMSP Application

2.3 Ineligible Projects

The following project types are ineligible for the AMSP:

- a. projects located on facilities or land owned by the private sector, schools, universities, hospitals, and the provincial or federal governments;
- b. projects located on temporary structures;
- c. off-grid solar PV and solar thermal projects; and
- d. projects that are supported financially by other Government of Alberta climate change initiatives.

3.0 Financial Rebate

Municipalities are eligible to receive a financial rebate for the completion of a project through the AMSP.

3.1 AMSP Rebate Rates

The MCCAC agrees to pay a rebate per watt of total installed capacity (\$/W), in accordance with the rates defined in Table 3.1. The rate tier is determined by the total installed capacity³ of the project submitted through a single AMSP Application.

In all cases, total rebate funding provided by the MCCAC will not exceed 25% of the total eligible expenses per project application, as defined in Section 3.2.

Table 3.1: AMSP Rebate Rates

Total Installed Capacity (DC)	Rebate
<10 kilowatts	\$0.90/watt
10 kilowatts to <150 kilowatts	\$0.75/watt
150 kilowatts to <2 Megawatts	\$0.60/watt
2 Megawatts to 5 Megawatts	\$0.55/watt

3.2 Eligible Expenses

Eligible expenses incurred by the municipality will be used to calculate the rebate value as described in Section 3.1 and must be outlined by the municipality in the AMSP Application. To be included in the rebate calculation, eligible expenses must be incurred by the municipality prior to project verification.

The following expenses will be included in calculating the maximum rebate:

- a. expenses for the purchase of the solar PV equipment for the project (i.e. solar PV modules, racking, inverters, transformer (if any), cabling, conduit, fittings, disconnects and monitoring interface);
- b. expenses for the design, development, energy modelling, engineering (structural, electrical, civil, geotechnical), specification, procurement, and construction of the project; and

³ "Total installed capacity" means the sum total of installed capacity, measured in watts DC, of all solar PV systems installed under a single AMSP Application

- c. expenses for obtaining the required electrical permit and grid-connected approvals, and any required building and development permits; and
- d. expenses for completing the required electrical inspection and building inspection for the project.

3.3 Ineligible Expenses

Expenses that are ineligible for reimbursement through the AMSP include:

- a. Goods and Services Tax (GST);
- b. expenses for the operation and maintenance of a project;
- c. lease payment expenses incurred after the project is energized;
- d. expenses incurred by the municipality to complete the AMSP Expression of Interest or AMSP Application;
- e. expenses incurred by the municipality to prepare documents, process invoices, or other administrative and internal costs; and
- f. any other expense deemed by the MCCAC to be ineligible.

3.4 Incentive Disbursement

The approval and allocation of qualified funds will occur on a first-come, first-served basis. Municipalities will be placed into the first-come, first-served queue in the order in which they submit a completed AMSP Application to the satisfaction of the MCCAC. When available funding is fully committed, the program will be closed to further applications.

The AMSP rebate will be paid to the municipality by cheque after the MCCAC has verified that the project is complete. The project verification process is described in Section 4.0.

4.0 How to Participate

Step 1: Submit AMSP Expression of Interest

Municipalities must submit the AMSP Expression of Interest (EOI), accessible online at www.mccac.ca/programs/amsp. A single EOI submission may include multiple solar PV systems. When completing the EOI, please select “Add another item” for any project pertaining to a separate facility, a separate electrical meter, or located on a different property.

It is recognized that values provided for the proposed installation capacity of the solar PV systems and the project description are preliminary and will be updated prior to submission of the AMSP Application.

The MCCAC will review all information provided in the EOI and will contact the municipality to provide information regarding subsequent stages of the application process.

Note: completion of the EOI does not secure funding or a place in the first come, first serve queue. For details on how this queue is established, see Section 3.4.

Step 2: Submit AMSP Application

Municipalities must submit the AMSP Application and all required attachments to contact@mccac.ca. It is available on the AMSP webpage (cited above).

For each project, municipalities are required to provide a detailed description of each solar PV system(s) as per the final design completed by the contractor. This includes:

- a. describing where on the facility or property the solar PV system will be installed and what type of mounting will be used (e.g. roof, wall, ground, ballasted, attached, building-integrated);
- b. the solar PV array tilt angle (in degrees from horizontal) and the solar PV array azimuth angle (directional orientation, in degrees clockwise or counter-clockwise from due South);
- c. the make and model of the solar PV modules, racking and inverter;
- d. the rated capacity (watts DC) of each solar PV array; and
- e. the calculated energy yield of each solar PV array as installed (kWh AC per year / kW DC).

The following information is required for the project as a whole:

- a. the total sum of the rated installed capacity (watt DC) of all solar PV systems included in the project;
- b. the total cost of all eligible expenses for the project;
- c. estimated date of completion for the project; and
- d. a list of the contractor(s)⁴ engaged to complete the design, procurement and installation of all solar PV systems included in the project.

The following documentation must be included as an attachment to the AMSP Application:

- a. a copy of the Generation Project Notice ([AUC Form A](#)) and supporting documentation submitted to the wires service provider through which the solar PV system is connected;
- b. a copy of the contract between the municipality and the main contractor for the project;
- c. if not included in the contract, a quote for the anticipated total eligible expenses and total rated PV array capacity of the project; and
- d. a copy of a structural engineering assessment for all building-mounted solar PV systems, indicating that the building can support the solar PV system.

Upon submission, the MCCAC will review the full application for completion and eligibility. Approved projects will proceed to Step 3.

⁴ "Contractor" means a person or company operating in the Province of Alberta that is duly-qualified to carry out any or all of the activities involved in the design, procurement or construction of a solar PV system

The MCCAC, at its sole discretion, reserves the right to deny or limit approval of any AMSP Application for reasons including but not limited to, geographical distribution of grant funding, low energy yield, and inappropriate or insufficient design.

Note: while municipalities may submit multiple AMSP Applications, no more than one AMSP Application may be submitted for any electricity meter (as per the site identifier number shown on the AUC Form A)⁵.

Step 3: Sign Funding Agreement

The municipality and the MCCAC must execute the AMSP Implementation Funding Agreement, including the AMSP Application (Schedule “B”). A signed copy of the AMSP Funding Agreement must be scanned and sent to contact@mccac.ca. The MCCAC will return a final copy of the executed agreement to the municipality.

The MCCAC must be notified of any deviation from Schedule “B” immediately, and an amendment must be duly executed should the project scope or installation capacity change.

Step 4: Project Construction

The project must be completed and energized within 8 months of signing the AMSP Implementation Funding Agreement. Municipalities are responsible for ensuring that construction is completed by the deadline. Should an extension of the completion deadline be required, the municipality must submit a request to the MCCAC in writing detailing the nature of the request.

Municipalities are responsible for exercising due diligence in selecting qualified contractors and ensuring that the project is completed in accordance with all applicable municipal bylaws (e.g. permitting and inspections) and the laws of the Province of Alberta.

Step 5: Project Verification

Once the project is energized, municipalities must submit a Project Completion Statement indicating that the project was completed in accordance with the AMSP Implementation Funding Agreement.

The following documentation must be included as an attachment to the Project Completion Statement:

- a. a copy of the final Interconnection and Operating Agreement with the interconnecting wires service provider;
- b. invoices detailing the nature of the work completed as well as the cost of such work;
- c. confirmation of payment by the municipality for all invoices provided;
 - i. proof of payment documentation must match all totals on the invoices and clearly demonstrate that all invoices have been paid in full. This may include accounts payable registers, electronic funds transfer payment advice, cheque copies, or vendor confirmation.

⁵ In other words, solar PV systems are not eligible for multiple separate AMSP rebates

- d. proof of completion of the public engagement requirement, which entails satisfaction of the following:
 - i. issuing a media release for the project and featuring the project in the MCCAC's web-based Project Showcase; or
 - ii. any other public engagement activity deemed acceptable by the MCCAC
- e. a photograph(s) of the project through which all the solar PV modules are visible.

The MCCAC reserves the right, given reasonable notice, to conduct a site visit for the purpose of examining items pertinent to project verification in accordance with the AMSP Implementation Funding Agreement. Municipalities will be given a minimum of one month's notice prior to a site visit taking place.

Step 6: Funding Disbursement

After the project verification requirements are satisfied, the MCCAC will issue the AMSP rebate cheque to the municipality. The provided AMSP rebate will be calculated based on the actual installed solar PV system capacity and eligible expenses for the project.

AMSP Checklist

Step 1: Submit AMSP Expression of Interest

- Complete and submit EOI at www.mccac.ca/programs/amsp

Step 2: Submit AMSP Application

- Complete and submit the AMSP Application (Schedule "B") and all required attachments to contact@mccac.ca
- Receive approval to proceed to Step 3 from the MCCAC

Step 3: Sign Funding Agreement

- Review, sign, and submit the AMSP Implementation Funding Agreement

Step 4: Project Construction

- Install and energize the solar project within 8 months of signing the AMSP Implementation Funding Agreement

Step 5: Project Verification

- Sign and submit the Project Completion Statement and all required attachments to contact@mccac.ca

Step 6: Funding Disbursement

- Receive your AMSP rebate from the MCCAC

Contact Us

Questions about the AMSP may be directed to:

Municipal Climate Change Action Centre
300-8616 51 Avenue
Edmonton, AB T6E 6E6
780 433 4431
contact@mccac.ca