

*GoSolarSF Solar Incentive Program***Frequently Asked Questions**

These frequently-asked questions (FAQs) will evolve as inquiries come in and questions are answered. SFPUC may alter its answers or update its procedures from time to time as GoSolarSF becomes established, so please be sure to check back from time to time for new versions of the FAQs.

General FAQs**Will incentives be paid retroactively?**

Incentives will be paid to projects whose California Solar Initiative (CSI) Reservation Notice letter is dated on or after the GoSolarSF announcement date of December 11th 2007. The workforce development incentive, however, will be paid only to projects employing graduates of the Workforce Development program after July 1, 2008.

Are there tax and insurance obligations associated with the incentive?

Yes.

Because your electric account is not with the City, the City does not have a direct customer relationship with you for electricity service. Unlike a CSI rebate administered by PG&E, a GoSolarSF incentive is likely to be taxable as income. SFPUC does not provide tax advice: you must consult your CPA regarding the tax consequences of the incentive.

Be aware also that the GoSolarSF incentive is paid only to the electric customer of record associated with the electric meter to which a solar installation is connected—this is the ‘Host Customer’ in CSI parlance. The City will not cut a check to your installer, so be sure to verify with your installer whether the price they quote includes the GoSolarSF incentive. If you elect as part of your installation agreement to sign your incentive over to your installer after you have received it, be aware that the tax liability still accrues to you. If you know your tax liability in advance, you will know how much to assign to your installer and how much to set aside for tax time.

The insurance obligation associated with the GoSolarSF incentive exists to protect the City from any potential future claims that might result from the City contributing funds toward the payment of your solar installation costs. The amount of insurance depends on the size of the solar installation. The obligations are spelled out page A-8 of the GoSolarSF program agreement. For systems under 10 kilowatts, which includes most residential systems, the agreement requires a minimum of \$200,000 of coverage for a period of five years, with the City listed as an additional insured. This insurance is required to protect the City against any future claims. Contact your insurance agent to ensure you have adequate coverage and to list the City as an additional insured.

As a renter in San Francisco, can I take advantage of the GoSolarSF incentive to install solar on my building?

Yes.

Commercial:

It is commonplace for commercial tenants to enter into an agreement with their building owner to do rooftop solar, often in conjunction with third-party financing.

Residential:

For residential systems, the California Solar Initiative requires a building owner to provide evidence of building insurance in order to qualify for state rebates, and GoSolarSF has additional insurance requirements for receiving a San Francisco incentive. If you want to put solar power on the roof of a building you rent, bring the CSI and GoSolarSF to the attention of your landlord.

Where can I find a list of contractors who do solar installations in San Francisco, including whether they qualify for the city installer or workforce development incentives?

Contractors will self-certify for the city installer incentive. Contractors eligible for the workforce development incentive will be recorded by the Department of Economic and Workforce Development (DEWD). DEWD presently is working to put the elements of the program in place, and will provide information in due course. SFPUC will make that information available when it is ready.

How does GoSolarSF work for condos?

A typical condominium building houses several or sometimes many condo units, plus common areas. Common areas comprise such structural elements as hallways, stairwells, elevators and roof, and may also include laundry areas, clubhouses and other multi-purpose rooms. In most cases, each unit and each common area is separately metered for electricity. Your homeowners' association (HOA) will be eligible for the business incentive under the San Francisco pilot program for each meter serving a common area. Meters serving individual condos are covered under the residential incentives. Although HOAs typically have non-profit status, the non-profit incentives under the pilot program are available only to non-profits that both own and operate their buildings.

Because multi-unit buildings often have less roof space than can serve each individual owner's unit and the building's common areas with solar power, the City requires all property owners within a building to approve incentive applications for all solar projects on that building's roof. Acting on behalf of the property owners, the HOA may represent whatever decision is made as long as that decision is adequately documented and that the person signing for the HOA shows they are authorized to act on the property owners' behalf. For example, if the decision is made by a ballot of an HOA's members, SFPUC will need a copy of the ballot and the result. An HOA may use voting procedures outlined in its bylaws to reach agreement on solar installations. The HOA representative will need to affirm that the HOA's voting procedures are current with California law regarding elections in HOAs.¹ For the San Francisco solar incentive, it is particularly important to document which meters within a complex will be connected to a solar array.

If desired, smaller HOAs can use a signature page provided with the GoSolarSF application package for property owners to approve applications by signature all in one go. The signature page has space for up to twenty signatures, and contains check-boxes to denote which meters will be connected to a solar array. The signature page then can be appended to a batch of applications submitted for that building.

The designated representative of the HOA will sign the box marked 'Designated property owner or manager' in an application pertaining to a common-area solar installation. Individual property owners will sign their own applications as normal.

If your specific condominium situation is different from that described above, please contact SFPUC for guidance on how to apply.

How does GoSolarSF work for tenancies-in-common (TICs)?

TIC buildings in San Francisco originally were built as single-family homes or apartment buildings. A TIC's electric metering may not necessarily match the division of units, or it may be master-metered. Like condo buildings, many TICs may have insufficient roof space to accommodate solar power for all residents. Because TICs do not have a homeowners' association with legal authority to act on behalf of the property owners, it will be necessary for all property owners within a TIC to decide among themselves how to add solar power to their building. The members of a TIC must approve solar projects for their building using the multi-unit signature page provided in the GoSolarSF application package.

¹ California Civil Code, Sections 1363.03, 1363.04.

The signature page has space for up to twenty signatures, and contains check-boxes to denote which meters will be connected to a solar array. In the event that a TIC larger than 20 units wants to do solar, please contact SFPUC for guidance on how to apply.

How can I determine if I qualify for the low income incentive?

To qualify as a low-income applicant, the household must meet the following income guidelines adjusted by household size:

Household size	Income
1	\$63,350
2	\$72,400
3	\$81,450
4	\$90,500
5	\$97,700
6	\$104,950
7	\$112,200
8	\$119,450

For further information, contact the SFPUC at (415) 551-4318 or gosolarsf@sfgov.org. Your application for a low-income solar incentive can be expedited if you obtain low-income certification in advance.

How can I get involved with the City's Workforce Development program?

Please contact the Department of Economic & Workforce Development at (415) 581-2335 or workforce.development@sfgov.org, or visit www.oewd.org.

Installer FAQs

How can I determine if my "principal place of business" is in San Francisco?

The San Francisco Human Rights Commission defines a principal place of business as a business that demonstrates the majority of its principals are based in the San Francisco office and that pays San Francisco payroll taxes on at least 51% of its total payroll. For further information, see the Local Business Enterprise and Non-Discrimination in Contracting Ordinance at www.sfgov.org/site/sfhumanrights_page.asp?id=45141.

What is the business registration certificate number and where can I find it?

This six-digit number is assigned by the Office of the Treasurer & Tax Collector when you register your business. The number is found on the upper right corner of the registration certificate, which should be posted at your place of business. If you have questions about your business registration certificate, contact the Office of the Treasurer & Tax Collector at (415) 554-4400 or treasurer_taxcollector@sfgov.org.

What is required to prove that an applicant qualifies for the environmental justice incentive?

There are three ways to qualify:

- The property is located in zip codes 94107 or 94124. This information is provided on the application.
- The applicant pays California Alternative Rates for Energy (CARE). A copy of a recent electricity bill is required.
- The applicant is enrolled in the CalHome loan program under the California Dept. of Housing and Community Development. Enrollment will be verified with the Mayor's Office of Housing.

How can I find potential employees who graduated from the City's Workforce Development Program?

Because the Department of Economic & Workforce Development (DEWD) is in the early stages of establishing this program, SFPUC will allow Applicants planning to contract with installers employing Workforce Program graduates to apply for and reserve the \$6000 Workforce Development incentive on a provisional basis. Approval for the Workforce Development incentive will be given by SFPUC once DEWD lists the installer under the Workforce Development program. If an application for the Workforce Development incentive is denied then SFPUC will approve the next highest incentive for which a Host Customer is eligible.

If a project cannot wait for Workforce Development registration for any reason, SFPUC will, upon notification, process your incentive request for the next highest incentive for which the Host Customer is eligible. If the Host Customer is not eligible for the city installer or environmental justice incentives then the incentive reservation will default to the \$3000 basic incentive.

The provisional reservation of Workforce Development incentives will expire once DEWD's Workforce Development installer list is live.

Please direct workforce development enquiries to DEWD at (415) 581-2335 or workforce.development@sfgov.org or visit www.oewd.org.

How can I find low-income clients who qualify for the low-income incentive?

The Mayor's Office of Housing will provide guidance on this. Call (415) 701-5500 or visit http://www.sfgov.org/site/moh_index.asp.

Where can I find a list of contractors who work on non-profit, multi-unit projects?

Please contact the Mayor's Office of Housing at (415) 701-5500 or visit http://www.sfgov.org/site/moh_index.asp.