

Minnesota Department of Commerce Guidance for Completing the Made in Minnesota Solar Incentive Application

A 2017 Reference Guide for Applicants

December 30, 2016

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The Made in Minnesota Solar Incentive Program (MiM) Overview

January 1 – February 28 – Applications are submitted via the web based PowerClerk portal. Incomplete applications are not eligible to receive an incentive.

March 1 – 30 – The Minnesota Department of Commerce (Commerce) reviews applications for completeness.

April 1-15 – All complete non duplicate applications are entered into one of six random selection processes administered by Clean Power Research, the developer of the PowerClerk software and given a random selection ranking based on the customer class and utility. Funding is allocated to each project by ranking until all funds provided by the respective utility are reserved. Approximately 50% of the funds are awarded to residential projects and 50% by commercial/tax exempt/Community Solar Gardens (CSG). Funded projects will receive a Funding Reservation email letter with instructions on next steps in the process. Projects not funded will receive a Wait List letter. As projects cancel, the next project on the wait list will receive a Funding Reservation letter. This process will continue throughout the year until December 31st. Any project funding that is made available after December 31st will be rolled over into the next program year. Projects that do not receive a Funding Reservation Letter by December 31st will need to reapply in the following year if they wish to pursue a MiM incentive award.

In 2017, Host Customers will no longer be required to confirm their funding reservation. Projects will have until the funding expiration date of December 31, 2017 to install the projects or lose their incentive unless they have an approved extension. However, if a customer will not be installing a project with a funding reservation, please notify Commerce so that funding can be reallocated to another project on the wait list.

New for 2017, Applicants will need to complete and upload an installation agreement, [customer disclosure form](#) and parcel map with the application. See the paperwork requirements section on page 22 for more information.

April – December 31, 2017 – Projects are to be installed

October 31– Deadline to request an extension to complete the project if it will not be able to be completed in 2017. Beginning in 2017, projects will be given a one year extension. In no case will an extension be granted for 2017 projects past December 31, 2018.

December 31 – Deadline to have projects installed and all Notice of Completion Paperwork submitted or risk losing the incentive.

Annually - Commerce will send an Energy Production Report by email in April annually to the Host Customer and Payee. In order for the MiM payment to be issued, Commerce must receive confirmation by the Host Customer or Payee of the energy production no later than June 1 to receive payment by July 1 of the same year. Host Customers who confirm the energy production report after June 1 will receive a payment as soon as practical.

Program General Rules

One application per location per year may be submitted each year. If more than one is submitted all subsequent applications are not eligible for the random selection process.

For a mixed use property, which includes both residential and commercial use, an Host Customer may be awarded funding for two projects per parcel over the course of the “Made in Minnesota” Program: up to one residential project and either one community solar garden or one commercial project. However, only one application can be submitted per year.

Incentive Amounts

Incentive amounts are set by module manufacturer each year by the Commerce and are posted on the [Made in Minnesota Commerce website](#).

Application process

Applications for an Incentive Payment must be received by Commerce between January 1 and February 28 as described in [Minnesota Statute 216C.415](#).

Application selection

A random selection process will be separated by the type of applications. The applications will be further separated by Residential Property type and a Commercial Property type. The random selection will provide a number for each application. Projects will be awarded funding sequentially for each application by property type beginning with the number one until all funds in that type have been allocated.

Wait List

Projects not awarded funding will be placed on a Wait List and may be awarded funding based on their ranking. The Wait List shall expire each year on December 31. Projects on the Wait List that are not awarded funding must submit a new application each year to be considered for funding.

Allocation of payments

Payments will allocated as provide under Minnesota Statute 216C.415.

Reservation Letter

When a project is selected to receive an award, a Funding Reservation Letter will be sent by Commerce to all parties of the application; detailing additional steps necessary secure the funding, complete the Notice of Completion, request and extension or clarify any administrative questions.

Installation requirement

Projects must be installed and Commissioned as stated in Minnesota Statute 216C.415. Projects must be installed after a Funding Reservation Letter is received. Solar Photovoltaic Systems installed prior to receiving a Reservation Letter are not eligible to receive an Incentive Award.

Installation deadline

Unless an extension is granted, a project must be installed by December 31 of the Program Year in which it is awarded funding. Projects that are not installed by December 31 of the Program Year in which the project is approved, or December 31 of the following year in the case of an approved extension, will forfeit Made in Minnesota funding and the project funding will be canceled.

Modifications of a funding award application

Module modification

Host Customer may modify modules as long as the following conditions are met:

1. The approved and new module is made by the same manufacturer;
2. The new module is certified for the same class year as the approved application module; and
3. The kW capacity DC is less than or equal to the kW capacity approved in the original application.

In order to modify a funding award application, the Host Customer or an Applicant on behalf of a Host Customer must submit a written modification request to Commerce with a modified Site Plan showing the number and type of modules and inverters. Modules may be changed only after written approval is granted by Commerce. In no case may the total incentive award originally approved be exceeded by more than two percent (2%).

Location modification

A Host Customer may modify the location of a solar PV system within the approved parcel.

In order to modify a funding award application, the Host Customer or an Applicant on behalf of a Host Customer must submit a written modification request to Commerce along with a copy of the new Site Plan and Shading Profile. Moves within a parcel may be changed only after written approval is granted by Commerce. In no case may a solar PV system be moved to another parcel.

Party modification

A Host Customer may modify the Applicant, Installer or Seller of a project by submitting a written request to Commerce.

A Host Customer may change the System Owner and Payee by submitting a completed Notice of Assignment (NOA) to Commerce. Requests to change the Host Customer, System Owner and Payee due to death will require additional appropriate documentation as required at the time by Commerce.

Party modification may occur only after written approval is granted by Commerce.

Extension of Incentive Award

If a project is unable to be completed by the end of the calendar year in which funding has been awarded, the Host Customer or Applicant on behalf of the Host Customer may request an extension by submitting one email per project containing all the necessary information for Commerce to process the request. Please include the MiM application number and customer name in the subject line.

To receive an extension, the Applicant or Host Customer must:

1. provide evidence of a sales/purchase order from the distributor/supplier or manufacturer that lists the Host Customer name, quantity and wattage/type of modules and estimated delivery date;
2. provide written rationale for why the extension is needed; and
3. submit documentation to Commerce prior to November 1 of the current Program Year.

A Host Customer that receives an approved extension will have until December 31 of the following year to complete the project.

If a project from the Wait List is awarded funds, the Host Customer shall have until December 31 of the following year to complete the project. No extensions will be granted for a project approved from the Wait List.

Extensions will only be in effect after written approval is received from Commerce.

Projects receiving an extension that are not installed by December 31 of the following year will forfeit Made in Minnesota funding and the project funding will be canceled.

In all cases a project must be commissioned by December 31, 2023 to be eligible to receive MiM incentive payments.

Incentive Payments

Eligibility for an Incentive Payment

Incentive payments may be made only under Minnesota Statute 216C.415 and:

1. has sent a Notice of Completion to Commerce; and
2. has not and will not receive a utility administered incentive or rebate for the same solar PV system.

Payments may be made by Commerce as described in Minnesota Statute 216C.415. Commerce will send an Energy Production Report by email in April annually to the Host Customer and Payee. In order for the MiM payment to be issued, Commerce must receive confirmation by the Host Customer or Payee of the energy production no later than June 1 to receive payment by July 1 of the same year. Host Customers or Payees who confirm the energy production report after June 1 will receive a payment as soon as practical.

Metering of production

A public utility must, at the expense of a Host Customer, provide a meter to measure the production of a Solar Photovoltaic Module system that is approved to receive incentive payments as described in [Minnesota Statute 216C.414](#).

If the Host Customer believes that the production information is inaccurate, the Host Customer can provide Commerce with the credible evidence disputing the production information in the form required by Commerce. The Host Customer must provide the public utility and Commerce with a justification for the dispute by the deadline provided in the annual Host Customer Production Letter. Commerce will evaluate the evidence to determine what, if any, adjustment to the Incentive Payment should be made. Credible evidence does not include any estimate, guaranty, promise or similar of production the Host Customer received prior to installation.

Payment due date

Payments must be made no later than July 1 following the year of production if the Host Customer attests to their energy production by June 1. Host Customers who do not respond by the June 1 deadline or dispute the energy production may receive payment after July 1. No payments will be made after close of state fiscal year 2034.

Renewable Energy Credit

Renewable Energy Credits associated with energy provided to a public utility for which an Incentive Payment is made belong to the utility starting at the time the system is

Commissioned and continuing for a period of ten (10) years. After the initial ten year period the Renewable Energy Credits will become the property of the System Owner, unless a new contract, pursuant to [Minnesota Rule 7835.5950](#), between the System Owner and the public utility specifies otherwise.

Loss of Eligibility for Incentive Payment

Any person who falsifies information required to be provided by Commerce is ineligible for future MiM Incentive Payments.

Assignment

A System Owner may assign their rebate to a third-party at the time of submission of the original application for funding or by submitting a notice of assignment after the initial application has been submitted.

Project Completion

After the solar PV system is installed and commissioned, an Applicant must submit the following required documents:

1. signed Notice of Completion
2. Minnesota Vendor ID number
3. Utility Interconnection Agreement signed by the public utility and Host Customer
4. invoice marked Paid In Full with costs broken down by cost of modules, inverters, labor, permitting, and other costs
5. after completion photo of the solar PV system
6. signed Notice of Assignment if the payments are to be made to a person or organization other than the Host Customer
7. for Community Solar Gardens only, a list of subscribers to the Community Solar Garden

How to Complete an Application in PowerClerk

PowerClerk is the industry-leading software platform for renewable energy incentive and feed-in tariff processing. A hosted, web-based application, PowerClerk is used today to process thousands of the solar PV incentive applications in the U.S. It is also used to manage other technologies including solar hot water, wind, and small hydro.

PowerClerk is a tool for entering and collecting data and documents regarding a renewable energy system upon which a ratepayer, installer or other applicant is eligible to seek a rebate or incentive.

“Applicants” (those applying on behalf of Host Customers for incentives) submit application reservations, review their application statuses, and submit incentive claims. The Minnesota Department of Commerce (Commerce) accepts and reviews

applications and administers the program. The details of how applications are submitted in PowerClerk for the Made in Minnesota Solar Incentive Program (MiM) are outlined below. Commerce recommends that solar professionals complete the application on behalf of Host Customers. Host Customers will need to sign the Application Summary Form, [Customer Disclosure form](#), Installation Agreement and Notice of Completion once all the information has been entered.

How to Access the Made in Minnesota Solar Incentive Program

The Made in Minnesota Solar Incentive Program in PowerClerk includes its own URL mncommerce.powerclerk.com. The webpage found at MNCommerce.powerclerk.com is the entry point for Made in Minnesota Solar Incentive Program application. An example of the program front page is shown in **Fig. 1**.

To access the MiM applications, you must obtain a user name and password from the Commerce. To request a user name and password complete the user [applicant log in request form](#) and email it to the Commerce at solar.help@state.mn.us. Please allow three business days to receive your user name and temporary password. After you have logged in with your temporary password you may then change your password to one of your choosing. Self-service password reset is available for all users. If need be, Commerce can reset your password for you as well.

After you've received an email with your log in account information and have logged in to the Made in Minnesota Solar Incentive Program, at mncommerce.powerclerk.com, you'll be able to submit applications during the open application period. Applications are accepted annually from January 1 – February 28. Note that all Made in Minnesota Solar Incentive Program users from a particular company may access all incentive applications from that company via the applications tab.

Welcome to the Made in Minnesota (MiM) Solar Incentive Program

November 15, 2016
 Commerce has set the 2017 Made in Minnesota Incentive Amounts. The rates are set for each of the five participating module manufacturers. The rates are available on the Made in Minnesota Solar Incentive Program webpage under the "incentives" tab.

November 7, 2016
 Commerce is seeking public comments from organizations and individuals regarding the proposed rules for the Made in Minnesota Solar Incentive Program. Commerce proposed the addition of Minnesota rules, Chapter 7695 governing the Program.
 The draft rules can be obtained from: <http://mn.gov/commerce/policy-data-reports/rulemaking/>
 Submit written comments to: solar.help@state.mn.us with "MiM Rules Comments" in the email subject line

Comments are due by 4:30 PM CST Thursday December 8, 2016

Program Update October 14, 2016
 Extension requests are due by November 1st. If a 2016 approved MiM project can not be installed by December 31, 2016, an extension request is required to be submitted to solar.help@state.mn.us by November 1, 2016. Please include the MiM application number in the subject line. Also include a brief explanation for why the extension is needed and a copy of a sales order for the applicable solar modules. The sales order should list the host customers name and address as well as number and type of modules. Projects approved for extension will be giving until June 30, 2017 to be installed.

Program Update March 24, 2015
 Applications for solar thermal systems have been reopened and will be reviewed for funding on a first come first serve basis. All Minnesota residents and businesses are eligible to apply.

Program Update February 26, 2015
 The new and improved version of the solar suitability application is now available and can be uploaded as the shading report for the MiM application. The app can be accessed by computer or

Account Sign In

User Name:

Password:

[Forgot Password?](#)

Fig. 1. Program front page

Please review the program front page each time you log in. Program updates are highlighted in blue and dated.

How Do I Get Help?

Support for the Made in Minnesota Solar Incentive Program Applicant, Host Customers and solar professionals is provided by Commerce. Utilize the Commerce email contact information at solar.help@state.mn.us. You can also call the Commerce energy information center during regular business hours at 651-539-1886 or 1-800-657-3710.

How Do I Submit an Application?

Commerce recommends that a solar professional complete the application on behalf of a Minnesota resident or business owner due to the application's technical and paperwork requirements.

Once you have logged into the program you will be able to select which Made in Minnesota Program you would like to apply for. There are three options available in the drop down box at the top of the page: PV Production Incentive, Solar Thermal Rebate or PV Community Solar Garden Program. Follow the instructions the application and detailed in this document to complete and submit the application. The applications for solar PV are highlighted in the guide but applications for community solar gardens and solar thermal projects use the same application format.

Once you have a Made in Minnesota Solar Incentive Program PowerClerk account and incentive program access (see [How Do I Get PowerClerk Access?](#)), you may log in to submit new incentive applications from January 1 – February 28 or at any time throughout the year check on the status of the solar professional's company's existing applications.

Application Fee

The Made in Minnesota Solar Incentive Program does not charge an application fee.

Public Information

All information submitted to the Minnesota Department of Commerce will be considered public information unless designated “Trade Secret”. This means that data on who received a MiM incentive, the system size and location is considered public. Trade Secret information is generally limited to project costs and installation and financing agreements. Social security numbers and tax identification numbers will not be collected as part of the application. Personal contact information such as email address and phone numbers will generally not be publically disclosed.

The Minnesota Government Data Practices Act (MGDPA) classifies trade secret information as nonpublic data under [Minnesota Statutes, section 13.37](#). As part of the application process, any data designated by the applicant as trade secret information must meet the following definition: "Trade secret information" means government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

To the extent that the applicant is claiming data submitted as part of the application is trade secret information, the applicant must certify that it meets the definition of Minnesota Statutes section 13.37 subdivision 1(b) and must otherwise take reasonable efforts to maintain its secrecy as part of its business practices. Any trade secret material uploaded as part of the application data that is trade secret information must be clearly marked as “Trade Secret.”

If the Commerce receives a request for application data, the Department will disclose information in accordance with the MGDPA.

If you want information designated as non-public you must have it marked prominently “Trade Secret”. Any other material uploaded as part of the application data that is trade secret information must be clearly marked as “Trade Secret”.

Commerce reserves the right to disclose information in aggregate to the public and to disclose trade secret information as needed to the Host Customer's public utility.

Application #	Host Customer	Site Address	Installer	Status	Status Date
Edit Admin Delete	Lezlie Willen	1629 Hideawa...	30 Degrees South	Incomplete	12/17/2013
Edit Admin Delete	CameliaLyssyCo	2570 NW Old ...	30 Degrees South	Incomplete	01/02/2015
Edit Admin Delete	JeanettaJarretCo	955 Brooks D...	30 Degrees South	Incomplete	11/23/2015
Edit Admin Delete	MaximinaRossiniCo	7165 Pilots R...	The Renewable Energy Store	Incomplete	02/26/2016
View Edit Admin	MIM14-00001 MaishaLheureuxCo	6923 Jade Str...	30 Degrees South	Extension	05/01/2015
View Admin	MIM14-00002 GrahamSimponCo	7797 Bisquier...	Analog to Digital PV	PBI - In Progress	10/19/2015
View Admin	MIM14-00003 FloraBaskinCo	4699 Juhnke ...	Analog to Digital PV	PBI - In Progress	10/19/2015
View Admin	MIM14-00004 Bertha Quiterio	7596 Rambler...	Analog to Digital PV	PBI - In Progress	10/19/2015
View Admin	MIM14-00005 TyroneGemertCo	911 Cates Av...	Billy Bob's Solar	Cancelled	04/21/2015
View Admin	MIM14-00006 EverettKappelCo	7628 Ermine ...	Analog to Digital PV	PBI - In Progress	10/19/2015
View Admin	MIM14-00007 WendelWawersCo	9667 Del Stre...	Analog to Digital PV	PBI - In Progress	10/19/2015
View Admin	MIM14-00008 Madie Ribeiro	9261 Stanwo...	Analog to Digital PV	PBI - In Progress	10/19/2015
View Admin	MIM14-00009 Cheyenne Monninger	8612 Pacfic Vi...	Analog to Digital PV	PBI - In Progress	10/19/2015
View Admin	MIM14-00010 Georgiann Elmendorf	5701 Alaska A...	Beyond a Shadow Solar	Wait List	03/31/2014
View Admin	MIM14-00011 SebastianBesseyCo	6279 Amber ...		Wait List	03/31/2014

Fig. 2. Applicant's incentive application list

Once you have logged in, you will be taken your company's incentive application list as shown in **Fig. 2**. When the Made in Minnesota Solar Incentive Program is accepting new applications, you can begin filling out a new application by selecting from the drop-down box the incentive program you would like to apply for (PV Production Incentive, Solar Thermal Rebate or PV Community Solar Garden Program) and then clicking on the "New Application" button. The incentive application form is then displayed as a series of steps to be completed. The form is automatically saved each time one step in the form is completed. Incomplete (unsubmitted) applications are saved and you may return at any point in the future to finish filling out an incomplete application.

Requested information that is designated with a **red * star** require a response in order to submit the application. PowerClerk will not allow an application to be submitted if any of the **red * star** information is incomplete.

Remember, applications may be submitted no earlier than January 1 and must be received no later than 4:30 PM CST February 28 of each year. The pages described below are meant to be representative. If you have questions about a particular application process, please contact Commerce at solar.help@state.mn.us.

As a general rule throughout the applications, you can click on the pencil icon to edit something that you have already entered or click on the “X” to delete the entered information.

To move from page to page in the application click on “next” or “back” at the bottom of each page.

Applicant, Seller, and Installer Page

The first page on the form includes **Applicant, Seller, and Installer selection**, as shown in **Fig. 3**. Select the appropriate companies and contacts in these roles for the application. The available companies and contacts are configured by Commerce from the program applicant log-in information provided by the program applicants. Contact Commerce if the companies and/or contacts you’d like to include in this application are not located in the drop-down lists.

The screenshot shows the 'Incentive Application' page in the PowerClerk system. The header includes the Minnesota Department of Commerce logo and the PowerClerk logo. The user is logged in as Kim.havey@state.mn.us. The navigation menu includes Applications, Companies, Communications, Reports, Admin, Dashboard, and My Settings. The main content area is titled 'Incentive Application' and 'Made in Minnesota PV Production Incentive'. A yellow box contains instructions: 'Select the Applicant, Seller, and Installer for this installation. These may be the same or different entities. If your Seller or Installer is not in the lists provided, please have them apply to their program administrator to be added to the list of approved Sellers or Installers. For more information on how to complete the application please review the application guidelines.' Below this are three dropdown menus for 'Applicant', 'Seller', and 'Installer', each with 'Shiny Solar' selected. To the right of the 'Seller' and 'Installer' dropdowns are checkboxes for 'Show Only Approved Companies/Contacts', both of which are checked. A 'Next' button is located at the bottom of the form area. The footer includes the Clean Power Research logo and copyright information for 2015.

Fig. 3. Applicant/Seller/Installer page

Host Customer Page

The next step is the **Host Customer page** as shown in **Fig. 4**. On the Host Customer page, fill in information about the Host Customer including name, address, phone number, and email address. The Host Customer is the retail utility customer with the physical address associated with the meter interconnection and who owns or occupies the real property on which the solar PV system or solar thermal system will be installed. Only customers of Investor Owned Utilities (IOU) Xcel Energy, Minnesota Power and Ottertail Power are eligible for the PV solar incentive. Any resident or business in

Minnesota is eligible for the solar thermal rebate; however, IOU customers will be given priority.

If there is more than one host customer such as a spouse, family members or domestic partners, please list the names of the other parties in the equipment notes section of the project components page.

The Host Customer sector (Customer Classification) is also collected on this page, which is a key factor in determining eligibility and setting inputs for the incentive calculation. Customer classification for the Made in Minnesota Solar Incentive Program is as follows: Residential is classified as a project up to 10 kW that is installed at a home occupied residence. Commercial is classified as a business or community solar garden entity up to 40 kW in size installed at a commercial for profit business. Tax exempt is a project installed at a public or nonprofit entity up to 40 kW in size.

The utility meter associated with the Host Customer must be a residential meter, as evidenced by the uploaded public utility bill, in order to apply for a residential incentive. For example, an owner of an apartment building for which the solar is interconnected to a common space meter is considered commercial, not residential. Applications in which the customer class does not match the uploaded utility bill will not be eligible to receive a funding award.

Incentive Application

Made in Minnesota PV Production Incentive

The host customer is the Minnesota electric customer who lives at and/or owns the location where the solar will be installed. Only customers of Minnesota investor owned utilities (IOU) Xcel Energy, MN Power, and Ottertail Power are eligible for the solar PV incentive. Select the customer class of the host customer. The customer class must be the same as the utility service that is listed on their utility bill, i.e. residential or commercial for both tax-exempt and commercial projects. Fill in the host customer information requested. The host customer's name and address must be on the utility bill submitted with the application.

Prefill with: Applicant

Host Customer Information

Customer Classification:

Residential Commercial Tax-Exempt

Company Name (if applicable)

Shiny Solar

Contact Person First Name *

Mary

Contact Person Last Name *

Jones

Contact Person Title

Mailing Address

Line 1 *

Line 2

City *

State

MN

Zip *

City

Phone Numbers

Phone Number	Type	Primary	
(321) 321-3213	Business	Primary	Delete

Add a phone number *

ext. Business Fax Primary Add Phone #

Email Address

Email Address *

Kim.havey@state.mn.us

Back Next

Fig. 4. Host Customer page

System Owner Page

The **System Owner page** is shown in **Fig. 5**. System Owner means the person or organization who owns the system that is being installed at the Host Customer's location. They are also likely to be the person/organization that is taking the federal tax credit. You can indicate if the Host Customer is also the System Owner, or if the System Owner is some other entity. If the System Owner is some other entity, relevant System Owner information is entered here.

The screenshot shows the 'System Owner' page within the PowerClerk application. The page is titled 'Incentive Application' and is for a 'Made in Minnesota PV Production Incentive'. A yellow box contains instructions: 'Enter the information for the owner of the system below. If the System Owner is the same as the Host Customer, choose Host Customer from the "System Owner is..." drop down box.' Below this, there is a dropdown menu for 'System Owner is...' set to 'Other Party'. A 'Prefill with: Applicant' link is visible. The main form is divided into several sections: 'System Owner Information' with fields for 'Company Name (if applicable)', 'Contact Person First Name', 'Contact Person Last Name', and 'Contact Person Title'; 'Mailing Address' with fields for 'Line 1', 'Line 2', 'City', 'State' (set to MN), and 'Zip'; 'Phone Numbers' with a table showing no numbers and an 'Add a phone number' form with fields for 'ext.', 'Type' (set to Business), and 'Primary' (checked); and 'Email Address' with an 'Email Address' field. At the bottom of the form are 'Back' and 'Next' buttons. The footer includes the Clean Power Research logo and copyright information: '© 2015 Clean Power Research' with social media icons for LinkedIn, Twitter, and RSS.

Fig. 5. System Owner page

The Payee Page

The project **Payee page**, as shown in **Fig. 6**, is where you designate who will be receiving the annual production incentive. In many cases this will be the same as the Host Customer. The Payee means the individual or organization who will receive the annual MiM incentive payment. The Payee generally is the Host Customer, but the Made in Minnesota program does allow for third parties to receive payment with the approval of the Host Customer and System Owner. If the Payee is not the Host Customer, a [Notice of Assignment](#) must be completed and uploaded with the Notice of Completion.

The Payee must apply for, receive, and submit a Minnesota Vendor ID number in order for payment to be made to the Payee. The Vendor ID can be obtained by going to <http://supplier.swift.state.mn.us>. On the front page of this site you will see instructions on how to apply. If you need additional help, please contact the Vendor ID helpline at 651-201-8100 during regular business hours. Vendor IDs are issued by Minnesota Management and Budget Department (MMB), not Commerce. Therefore, if there is a question about a Vendor ID, please contact MMB.

The Vendor ID can be submitted at the time of application but it is not required. Once you have been awarded funding, a Vendor ID is required to be submitted in order to submit a Notice of Completion.

MINNESOTA DEPARTMENT OF COMMERCE

PowerClerk

Welcome Kim.havey@state.mn.us! | Logout

Applications Companies Communications Reports Admin Dashboard My Settings

Applicant-Installer Host Customer System Owner **Payee** Project Site Project Components Paperwork Record Electronic Signatures Submit Application

Incentive Application

Made in Minnesota PV Production Incentive

Enter the information for the payee who will receive the annual MM incentive payment for this installation. If the payee already has a state of MN vendor ID number you may enter it, but it is not required at the time of application. The vendor ID should look like this: 0000123456_001. If your project is awarded funding the payee will need to apply on line and submit a State of Minnesota Vendor ID number when completing the notice of completion.

If the payee is the same as the host customer and/or system owner, you can choose that from the drop down box and the information will auto populate.

Payee is... Other Party

Prefill with: Applicant Installer

Payee Information

Company Name (if applicable)

Contact Person First Name * Contact Person Last Name *

Contact Person Title

Mailing Address

Line 1 *

Line 2

City * State Zip *

MN

Phone Numbers

There are no phone numbers in the list.

Phone Number	Type	Primary
Add a phone number *		
ext	Business	<input checked="" type="checkbox"/> Primary

Email Address

Email Address *

State of MN Vendor ID:

Back Next

Clean Power Research

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Fig 6. Payee Page

Project Site Page

The **Project Site page** is shown in **Fig. 7**. This page is where you enter the physical location of the proposed PV or solar thermal system. It is generally the same as the Host Customer address, but it can be entered as another location. Only one application may be submitted for each property parcel/location per year. A parcel is defined as a single defined piece of real estate, owned by a single person, group, or entity, that is identified on a property boundary map maintained at the county level. The parcel/location must be a separate building or property with its owned distinct address, meter number and premise number if applicable.

For a mixed-use property that includes both residential and commercial use, an applicant may be awarded funding for no more than two solar PV systems per parcel; one residential PV systems, and either one community solar garden or one commercial PV system.

Additional information including utility company, customer account, meter number, premise number (if applicable), federal tax credit, purchase of an electric vehicle and

system mounting information is also collected here. If the Host Customer is a retail customer of Minnesota Power or Ottertail Power they will not have a premise number. In this case, enter four zeros (0000) in lieu of the premise number.

MINNESOTA DEPARTMENT OF COMMERCE **PowerClerk®**

Welcome mn.commerceprogramadmin@cleanpower.com! | Logout

Applications Companies Communications Reports Admin Dashboard My Settings

Applicant - Installer Host Customer System Owner Payee **Project Site** Project Components Paperwork Record Electronic Signatures Submit Application

Incentive Application

Made in Minnesota PV Production Incentive

Please enter the address for the project site where the solar PV system will be installed. This site must be a residence that is occupied or a property on which is located a business, government or nonprofit. Enter the utility electric service account number, meter and premise number the system will be associated with as listed on the utility bill. The host customer must be listed on the utility bill associated with this project site address. Xcel Energy is the only Minnesota Investor Owned Utility (IOU) to have a premise number. If your utility does not issue a premise number fill in four zeros (0000) in the premise number box. If the site has more than one service account number, be careful to choose only the electric service meter and account number associated with the proposed PV system.

Set same as: Host Customer

Mailing Address, Physical Address

Line 1 *
7165 Pilots Road

Line 2

City * Minneapolis State MN Zip * 55413

Utility Company * Typical Annual Usage 0.0 kWh

Customer Account Number*	Meter Number(s)*	
		Add

Premise Number: *

Building Type: * Select...

Purchase Type: * Select...

Federal Tax Credit: *

Purchase of an Electric Vehicle (EV): * Select...

System Mounting: * Select...

If System Mounting 'Other', please describe:

Back Next

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Fig. 7. Project Site page

Project Components Page

The **Project Components page** is shown in **Fig. 8**. This page is where you specify the PV system, including inverters and PV modules. Inverter and PV module options are drawn from the California Energy Commission (CEC) solar equipment lists, which can be accessed at <http://www.gosolarcalifornia.org/equipment/>. Only CEC-listed equipment as it appears on the public CEC website is included in PowerClerk, and as such cannot be overridden.

To be eligible for the Made in Minnesota Solar Incentive, the modules must be certified by Commerce. A list of certified solar modules and solar collectors is listed on the [consumers](#) and [industry](#) pages of the Made in Minnesota Solar Incentive Program website. Custom, unlisted, freeform or generic equipment cannot be entered into

PowerClerk. Clean Power Research automatically scans the CEC equipment website, and any changes to the CEC site are automatically reflected in PowerClerk, usually in less than a business day. Please contact the Commerce if a specific device is not available for selection in PowerClerk. Any device not found in PowerClerk will need to be added to the CEC equipment list by the manufacturer.

If the modules that are intended to be installed are not on the CEC list, select another MiM certified module of the same manufacturer to complete the application.

Step One

Click “Add inverters” and select the manufacturer of the inverters from the dropdown box. Next, select the type and number of inverters. Then **click “Save”** when complete.

Step Two

Click “Add PV Modules” and select the manufacturer of the modules from the dropdown box. Then enter the number of modules, whether the system will a single or dual axis tracker, the azimuth, tilt and shading for the array and then **click “Save”** when complete.

It’s important to enter the monthly shading profile information if there is more than 10% shading on the location of the solar installation. You can enter the monthly shading information from the [Commerce Solar Suitability app](#), Solar Pathfinder, SunEye, Solmetric or similar device. This is entered based on the percentage of sunshine reaching the site on average each month. For example, if there is 20% shading in the month of June you would enter 80% in the June box. To enter these numbers click on the shading drop down box and click monthly shading. If there is less than 10% or no shading of the installation site you can leave the shading drop down box at minimal shading.

If after saving the system components an incentive of zero appears at the bottom of the page, it is most likely related to the PV modules. Click on the pencil next to PV modules to edit the modules and select the correct MiM certified modules that will generate an incentive.

If there is anything you would like to have Commerce be aware of regarding the project components or the application as a whole you may enter notes in the equipment notes section.

Step Three

Enter the estimated system costs on the Project Components page. These costs should reflect the wholesale cost to the installer of the PV modules, inverters with no mark up and the actual cost of labor, permits and other costs. Other costs would include the balance of system costs, profit margin and overhead of the installer. Do not include the cost of financing in the total or in other costs. You will have the opportunity

to update the estimated system costs to actual system costs prior to submitting the Notice of Completion.

1. PV Modules
2. Inverters
3. Labor
4. Permitting Costs
5. Other Costs
6. Total Costs

These six line items were established by Made in Minnesota Solar Incentive Program. **If you want this information designated as not for public, you must have this information in the uploaded installation agreement and the installation agreement must be prominently marked “Trade Secret”.**

A PV simulation is then performed using Clean Power Research's SolarAnywhere® simulation technology and NREL TYM3 insolation data to calculate estimated annual production. A similar simulation is then performed on an optimal system (with a reference tilt and azimuth, and optionally a reference location) to calculate the design factor.

What is the Design Factor?

The **design factor** is the estimated annual production of the proposed system divided by the estimated annual production of an optimal system with the same equipment. The optimal system's characteristics are determined by the Commerce. After the design factor is estimated, an incentive calculation is performed.

Incentive Application

Made in Minnesota PV Production Incentive

First, click on add inverter and select the type and number of inverters. Click save.

Second, click on add PV modules and select the type and number of PV modules. Enter the azimuth, tilt and shading. Click save. For a complete list of certified Minnesota modules, see the [MIM website](#). If your module is not listed in the drop down box or the estimated incentive equals zero, contact the module manufacturer or supplier to confirm it is a certified Made in Minnesota module.

Third, enter the total system cost broken down by the five categories listed. The "module" and "inverter" cost should be the wholesale price. "Permitting" and "labor" costs should be the actual costs to the installer and "all other costs" should be all additional costs including margin and profit. The total cost should equal the system's selling price to the customer.

System Rating 3.200 kW DC / 2.807 kW CEC-AC [Done](#)

[Add PV Modules](#) [Add Inverter](#) [Calculate System](#)

Component Description	
	1 Inverter(s) - SolarEdge Technologies, 3.0 kW (Model SE3000 (240V) w -ER-US or A-US)
X	10 PV Module(s) - Upsolar, 320W (Model UP-M320P)

Equipment Notes:

Total Cost \$0.00 / \$0.00 per CEC-AC Watt before incentive / \$0.00 per CEC-AC Watt after incentive [Save](#) [Cancel](#)

System Costs	
PV Modules:	\$ <input type="text"/>
Inverter(s):	\$ <input type="text"/>
Permitting Fees:	\$ <input type="text"/>
Labor:	\$ <input type="text"/>
All Other Costs:	\$ <input type="text"/>
Total Cost:	\$ 0.00

Estimated Production 4,340 kWh	Design Factor 99.627%
Estimated Production: 4340 kWh/yr	Design Factor: 99.627 %

Incentive \$11,718.00 [Save](#) [Cancel](#)

2016 Class Estimated 10 Year Incentive \$ 11,718.00

[Hide Details](#)

2016 Incentive Rate for PV module 'Upsolar 320W (Model UP-M320P)', Residential system: \$0.27/kWh
 Estimated **Annual** Incentive Amount: Incentive Rate x Estimated Annual Production
 $\$0.27 \times 4,340 \text{ kWh} = \mathbf{\$1,171.80/yr}$
 Estimated **Total** Incentive Amount: Estimated Annual Incentive x 10 years
 $\$1,171.80 \times 10 \text{ years} = \mathbf{\$11,718.00}$

[Back](#) [Next](#)

Fig. 8. Project Components page

Paperwork Record Page

An example of the **Paperwork Record page**, as shown in **Fig. 9**, lists the supporting documents for this application. You can attach appropriate supporting documents electronically via your web browser. To sign and upload an application form, click *generate*, print, have all parties sign the document, scan and save it as a pdf on your computer's hard drive, then click *attach* to download the application to PowerClerk. Uploaded documents must be in **PDF format**, and **5MB or smaller**.

You may also choose to have the application electronically signed. To electronically sign the documents, click e-sign and follow the instructions.

MiM accepts paper documents by mail or in person. Applicants can assert on this page that you are mailing specific documents to the Commerce by clicking on the box to the left of the document description. If you choose to mail in the documents, they must be postmarked by February 28 or the application will not be accepted.

Mail Documents to the following address

MN Department of Commerce
Made in MN Solar Incentive Program
85 7th Place East, Suite 500
St. Paul, MN 55101

If you want any uploaded information designated as non-public, you must have this information in the uploaded installation agreement and the installation agreement must be prominently marked “Trade Secret”. Any other material uploaded as part of the application data that is trade secret information must be clearly marked as “Trade Secret”. All information from the application will be considered public except those documents that are marked and qualify as “Trade Secret”. Project locations, system size, production, amount of funding and photos of projects are all examples of items that will be considered to be public information.

A signed certification of tax exempt status form must be uploaded if the Host Customer is applying for a nonprofit incentive. Projects that applied for a nonprofit incentive but do not upload a certification of tax exempt status will not be entered into the lottery. In lieu of a certificate, a letter drafted on the tax exempt organization's letterhead and signed by the Chief Executive or Financial Officer will be accepted.

Applications Companies Communications Reports Admin Dashboard **My Settings**

Applicant - Installer Host Customer System Owner Payee Project Site Project Components **Paperwork Record** Electronic Signatures Submit Application

Incentive Application

Made in Minnesota PV Production Incentive

Please review the list of documents below and submit those that are required for your application. To submit a document electronically, please click the link marked "Attach" next to the item you wish to upload. In order for an item to upload successfully, you must select the document you wish to upload using the "Browse" or "Choose File" button. Then, click the button marked "Attach"; the name of the file that was uploaded will appear next to the item if successful. **Please Note: Only PDF files 5MB or smaller may be uploaded.**

If you are mailing any required documents, they must be postmarked by February 28th or your application will not be considered complete and therefore ineligible for the current year production incentive. An example of the required documentation can be found in the [application guidelines](#).

The following documentation is required based on the information you provided

<input checked="" type="checkbox"/> Signed Application Form	This document is out for signing	
<input type="checkbox"/> Signed Customer Installation Agreement		Attach
<input type="checkbox"/> Shading Profile		Attach
<input type="checkbox"/> Site Plan		Attach
<input type="checkbox"/> "Before" Photo (PDF)		Attach
<input type="checkbox"/> Copy of Monthly Utility Bill		Attach
<input type="checkbox"/> Customer Disclosure Form		Attach
<input type="checkbox"/> Parcel Map		Attach

The following documentation may be required

<input type="checkbox"/> Certification of Tax Exempt Status, if Applying for the Tax Exempt Production Incentive Amount	Attach
---	------------------------

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Fig. 9. Paperwork Record page

Documents may either be required (all the time, for all applications) or possibly required (when the document may or may not be required, depending upon the application).

The documents which are always required:

- Signed application form
- Signed by customer and installer installation agreement
- Shading profile that lists shade by month and includes the host customer name and physical installation address
- Site plan that includes the host customer name and physical installation address
- Before photo of the installation location. A photo of the front of the building or home will not be accepted.
- Complete monthly utility bill from the most recent 6 months or a "Bill History Report Electric Service detail" that contains the Host Customer name, installation

address, meter, account and premise number as well as the customer class, i.e. residential/general service commercial and energy use. For new construction only, a letter may be submitted indicating new construction. A complete utility bill must be submitted with the Notice of Completion.

- [Customer disclosure form](#) completed and signed by Host Customer and Installer
- Parcel map of the physical installation location from appropriate county and parcel number

The document that may be required if claiming the tax exempt incentive amount:

- A signed certification of tax exempt status form or a letter of determination of tax exempt status from the IRS or letter signed by the organization's CEO or CFO on the tax exempt organization's letterhead stating the organization is a non-profit.

Installation agreements

Installation agreements should include all the items listed below.

- Customer name, address, contact information and installation address
- Installer name, address and contact information
- Utility Premise Number
- Description of the project including , kW capacity, type and quantity of panels and inverters
- Total estimated installation cost
- Any contingencies
- Estimated project completion date
- Signed and dated by installer and customer
- Marked "Trade Secret", if applicable

Shading Profile

It's important to enter the monthly shading profile information if there is more than 10% shading on the location of the solar installation. You can utilize the shading information from the [Commerce Solar Suitability app](#), Solar Pathfinder, SunEye, Solmetric or similar device.

If a shading profile is not feasible due to safety and weather constraints, please use the solar suitability application full report. The shading profile will need to be submitted with the application in order for the application to be deemed complete and eligible for a funding award.

Site Plan

Site Plan Requirements and example, shown in **Fig. 10**

- Customer name and installation address
- Installer name and contact information

- The location, number and type of solar modules or collectors
- Identify on-site buildings
- Include and identify roads adjacent to the site
- The location of main service, disconnects, meter locations.
- The cardinal direction; and
- The date the site plan was created

You may use a Google picture of the site as the base map and add the above information.

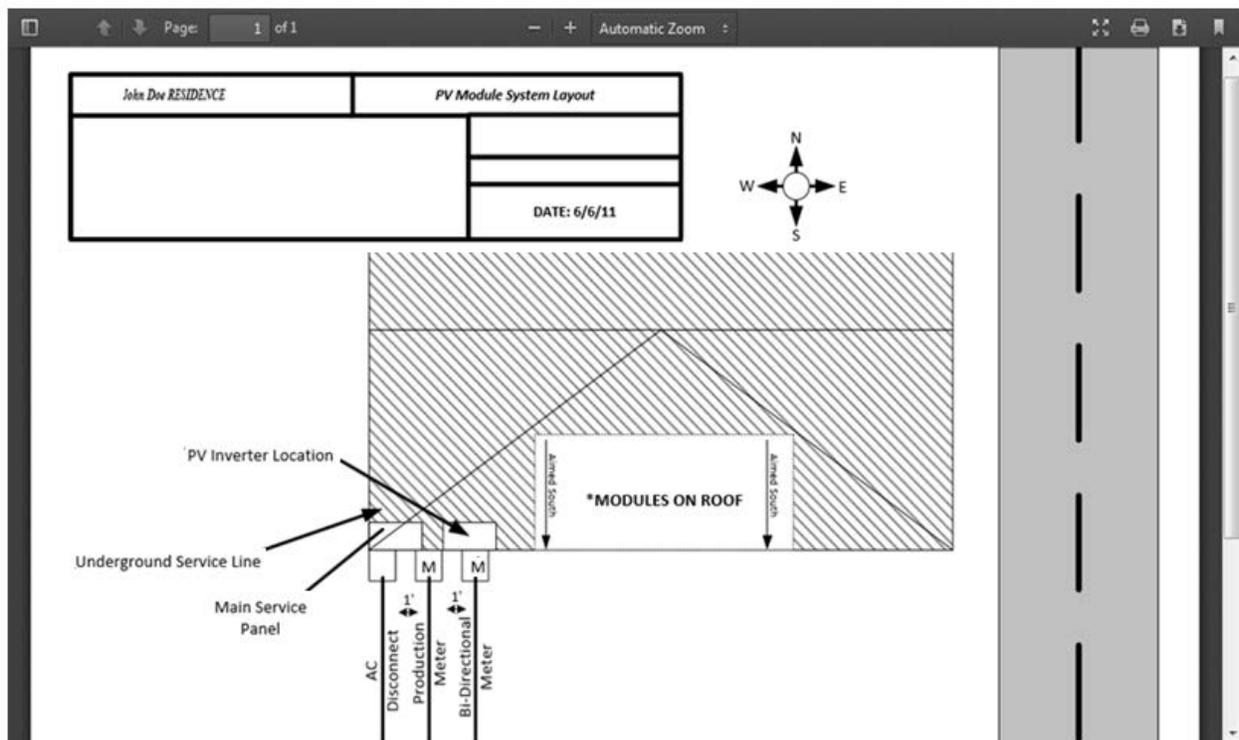


Fig. 10 – Site Plan Example

Before Photo

The before photo must be an actual photo of the site or Google earth photo prior to the solar modules or collectors being installed.

Required documents must be available at the time of application submission; PowerClerk will not allow you to submit the application unless there is an attachment or indication of physical submission for all required documents.

E-Signatures for 2017 applications

You may also E-Sign the application form. There is no cost to the Host Customer or Applicant to use this service. To utilize this service, click *E-Sign* on the paperwork records page and upload the remaining required documents, then click *next* at the bottom of the page. You will then go to the **Electronic Signatures page**, as shown in **Fig. 11**.

Following the instructions you will need to first preview the application form to ensure it is accurate. Then click the box to confirm that you have reviewed the application and click *Request Signatures*. An email will be sent to each required signatory on the application. Applicants will be able to see when the signatories have e-signed the document and if necessary send another request if a signatory did not respond to the first email. Once all required signatures have been obtained, PowerClerk will automatically upload the signed application form. However, PowerClerk will not automatically submit the application or Notice of Completion after all the signatures have been received. You will need to click "Submit" after all documents are complete to submit the application or Notice of Completion.

You will not be able to use the E-sign service if any of the signing parties does not have a valid email address. See **Fig. 12** to see an example of an application form.

Incentive Application

Made in Minnesota PV Production Incentive

Each document to be electronically signed must be previewed before its signature request can be sent out. The preview may take a few seconds to open. Please note that in order to preview the document the popup blocker for your browser must be set to allow popups from powerclerk.com.

E-Signature Requests Pending

Application Form (PV) Preview Needed [Preview](#)

Installer: Shiny Solar (Mary Jones), kim.havey@state.mn.us

Payee: Metro Finance (Jack Smith), solar.help@state.mn.us

Applicant: Shiny Solar (Mary Jones), kim.havey@state.mn.us

System Owner: Solar for Everyone (John Bell), solar.help@state.mn.us

Host Customer: Shiny Solar (Mary Jones), mary@cleanpower.com

I have reviewed the documents above and they are ready to be sent for E-Signature.

[Request Signatures](#)

[← Back](#) [Next →](#)

Fig. 11 – Electronic Signatures Page

Made in Minnesota PV Production Incentive Application	
Program Administrator	Minnesota Department of Commerce Division of Energy Resources
Application Number	
Preparation Date	12/30/2014
HOST CUSTOMER	
Company Name	Shiny Solar
Contact Person Name	Mary Jones
Mailing Address	123 First street NE
City, State, Zip	Duluth, MN 55801
Email	mary@cleanpower.com
Business Phone	(321) 321-3213
SYSTEM OWNER	
Company Name	Solar for Everyone
Contact Person Name	John Bell
Mailing Address	5500 Fremont
City, State, Zip	Minneapolis, MN 55419
Email	solar.help@state.mn.us
Business Phone	(651) 539-1761
PAYEE	
Company Name	Metro Finance
Contact Person Name	Jack Smith
Business Phone	
Mailing Address	1515 10th Street South
City, State, Zip	St. Paul, MN 55101
Email	solar.help@state.mn.us
APPLICANT	
Company Name	Shiny Solar
Contact Person Name	Mary Jones
Mailing Address	
City, State, Zip	,
Email	kim.havey@state.mn.us
SELLER	
Company Name	Shiny Solar
Contact Person Name	Mary Jones
Mailing Address	
City, State, Zip	,
Email	kim.havey@state.mn.us
Business Phone	(321) 321-3213
INSTALLER	
Company Name	Shiny Solar
Contact Person Name	Mary Jones
Mailing Address	
City, State, Zip	,
Email	kim.havey@state.mn.us
Business Phone	(321) 321-3213

PROJECT SITE INFORMATION			
Project Site			
Site Address	123 First street NE		
City, State, Zip	Duluth, MN 55801		
Electric Utility Service			
Customer Account Number	123456	Meter Number	123456

EQUIPMENT INFORMATION	
System Summary	
System Nameplate (DC) Rating: 2.750 kW System CEC-AC Rating: 2.384 kW System CSI-AC Rating: 2.381 kW Design Factor: 99.881% Inverter: 8 Silicon Energy 5.3 kW (Model SiE 5300 (240V)) Module Array: 10 Silicon Energy 275W (Model SiE-V-275) Tilt: 35 Azimuth: 180 Monthly Shading Factor: 100%	
System Nameplate Rating	
	2.75 kW-DC
CEC-AC System Rating	
	2.384 kW-AC
Energy Production	
Estimated Annual Energy Production	3,474 kWh/yr

PROJECT INCENTIVE CALCULATION		
Incentive Rate	\$0.34 per kWh	
Design Factor	99.881%	
Incentive Type	10-year PBI Incentive	
Incentive Details	2014 Incentive Rate for PV module 'Silicon Energy 275W (Model SiE-V-275)', Residential system: \$0.34/kWh Estimated Annual Incentive Amount: Incentive Rate x Estimated Annual Production $\$0.34 \times 3,474 \text{ kWh} = \$1,181.16/\text{yr}$ Estimated Total Incentive Amount: Estimated Annual Incentive x 10 years $\$1,181.16 \times 10 \text{ years} = \$11,811.60$	
Estimated 10 Year Incentive	\$11,811.60	
Total System Cost before Incentive	\$17,350.00	

Please Note: The estimated energy production and incentive payments on this application summary page are estimates only. Please refer to the energy estimates from your solar professional or module manufacturer for expected energy production for your actual product installed at your installation location. The MIM incentive will be paid based on the actual amount of energy produced from your system.

Pursuant to Minnesota Statute 216C.414, subd. 5, all renewable energy credits associated with the energy provided to the utility for which the applicant is receiving an incentive payment under the Made in Minnesota program belong to the utility. Once the system owner ceases receiving MiM incentive payments under this program (after 10 years), all renewable energy credits belong to the system owner.

SIGNATURES

I declare under penalty of perjury that the foregoing is true and correct.

In addition, I certify under penalty of perjury that installation and financing agreements as well as system costs including modules, inverters, labor, permits and other costs submitted as part of this application meet the definition of "Trade Secret Information" under Minnesota Statutes section 13.37 subdivision 1(b).

Host Customer	
Name	Mary Jones
Company	Shiny Solar
Signature	
Date	
Applicant	
Name	Mary Jones
Company	Shiny Solar
Signature	
Date	
Installer	
Name	Mary Jones
Company	Shiny Solar
Signature	
Date	
System Owner	
Name	John Bell
Company	Solar for Everyone
Signature	
Date	
Payee	
Name	Jack Smith
Company	Metro Finance
Signature	
Date	

Fig. 12. Application form

Submit Application Page

The final step of the initial application submission is the **Submit Application page**, as shown in **Fig. 13**. This page contains a “*Submit*” button that you can press to submit the application when completed. If any required information has not been completed, the submit button is disabled, as shown below, and information about the missing required information is displayed on this page.

MINNESOTA DEPARTMENT OF COMMERCE

PowerClerk®

Welcome Kim.havey@state.mn.us! | Logout

Applications Companies Communications Reports Admin Dashboard My Settings

Applicant-Installer Host Customer System Owner Payee Project Site Project Components Paperwork Record Electronic Signatures Submit Application

Incentive Application
Made in Minnesota PV Production Incentive

The following sections must be completed before the application can proceed:

- **System Owner** : System Owner contact information must include first and last name.
- **Payee** : Payee contact information must include first and last name.
- **Project Site** : Service account number and Meter number are required
- **Paperwork Record** : This application is missing the following required paperwork:
 - Signed Application Form
 - Signed Customer Installation Agreement
 - Shading Profile
 - Site Plan
 - "Before" Photo (PDF)
 - Copy of Monthly Utility Bill
 - Customer Disclosure Form
 - Parcel Map

Back Submit Incentive Application

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Fig. 13. Submit Application page

Notice of Completion

Once a project has been completed, the production meter has been installed, and the system is producing power, the Applicant, installer and host customer will need to complete a final step to secure the 10 year incentive payment.

Project Components Page

The first page of the Notice of Completion Claim form is the **Project Components** page, as shown in **Fig. 14**. This is very similar to the Project Components page from the original submission and allows you to submit the *as-built* system. It is prefilled with existing information, so if the as-built is identical to the proposed system, you don't need to change anything on this page. **If anything about the system has changed since submitting the application, the application must be edited and the modification must be accurately reflected in the projects components summary. If anything is modified, the system performance and incentive amount are recalculated.**

Next check that the actual system costs are updated to reflect the as-installed cost. **These system costs must match the final invoice that will be uploaded on the paperwork record.**

Finally, review the **Minnesota Vendor ID number** to ensure that it is the correct Vendor ID number for the designated Payee. An incorrect Vendor ID number will delay payment of the incentive.

Notice of Completion

Made in Minnesota PV Production Incentive (MIM14-00001)

Ensure that the inverter and number of certified Made in Minnesota Solar PV modules reflects the as-built array.

In order to receive a payment through the MIM program, the payee must apply for and receive a free State of MN Vendor ID. If you already have this Vendor ID, input it below; if not, go to www.mmb.state.mn.us/vendorresources. The Vendor ID is required before the application can be submitted in this Notice of Completion step.

System Rating 2,750 kW DC / 2,384 kW CEC-AC [Done](#)

[Add PV Modules](#) [Add Inverter](#)

Component Description	
	1 Inverter(s) - Silicon Energy, 5.3 kW (Model SE 5300 (240V))
X	10 PV Module(s) - Silicon Energy, 275W (Model SE-V-275)

Equipment Notes:

Total Cost \$17,350.00 / \$7.28 per CEC-AC Watt before incentive / \$2.49 per CEC-AC Watt after incentive [Save](#) [Cancel](#)

System Costs	
PV Modules:	\$ 6,250.00
Inverter(s):	\$ 2,500.00
Permitting Fees:	\$ 600.00
Labor:	\$ 4,000.00
All Other Costs:	\$ 4,000.00
Total Cost:	\$ 17,350.00

Estimated Production 3,357 kWh	Design Factor 99.900%
Estimated Production: 3357 kWh/yr	Design Factor: 99.900 %

Incentive \$11,413.80 [Save](#) [Cancel](#)

2014 Class Estimated 10 Year Incentive \$ 11,413.80

[Hide Details](#)

2014 Incentive Rate for PV module 'Silicon Energy 275W (Model SIE-V-275)', Residential system: \$0.34/kWh
 Estimated **Annual** Incentive Amount: Incentive Rate x Estimated Annual Production
 \$0.34 x 3,357 kWh = **\$1,141.38/yr**
 Estimated **Total** Incentive Amount: Estimated Annual Incentive x 10 years
 \$1,141.38 x 10 years = **\$11,413.80**

State of MN Vendor ID:

[Next](#)

Fig. 14. Project Components

Paperwork Record

The next step in the incentive claim process is the **Paperwork Records page**, as shown in **Fig. 15**. The signed Customer Installation Agreement will already have been uploaded. If it has changed in any way from the install agreement that was uploaded to submit the application, you will need to upload a new installation agreement. If it has not changed, upload the same installation agreement that was uploaded to submit the

application. The Notice of Completion can be e-signed in the same way as the production incentive application. See page 26 of these guidelines for instructions. You may also generate, print out, sign, and scan as a pdf and upload this document or mail the signed Notice of Completion and documents to the Minnesota Department of Commerce address listed on page 22 of these guidelines.

Required Documents:

- signed customer installation agreement
- utility interconnection agreement
- signed notice of completion form
- photo of the completed project (upload as many photos as necessary to show the entire installation)
- final invoice marked Paid In Full will also need to be uploaded. The invoice must match the system costs listed on the project components page.

The paperwork functionality is the same as the original submission: documents are either always required, or possibly required. Required documents must be attached or indicated before online submission will be allowed.

The documents that may be required if financing the system:

- A Host Customer Financing Agreement is required to be uploaded unless the Host Customer is funding the installation through their own company or personal line of credit or cash.
- A Notice of Assignment (NOA) is required if the Payee is not the same person or entity as the Host Customer.

In general, a NOA and financing agreement will be required whenever the Host Customer is receiving financing from the Installer, developer, or Seller of the PV installation, or a third-party solar financing entity.

A copy of the NOA can be found in the [step two of the industry web page](#) section of the Made in Minnesota Solar Incentive Program website or can be completed and signed using e-signatures from the e-signature page when completing the notice of completion.

Applications Companies Communications Reports Admin Dashboard My Settings

Project Components Paperwork Record Electronic Signatures Submit Notice of Completion

Notice of Completion

Made in Minnesota PV Production Incentive (MIM14-00001)

Please review the list of documents below and submit those that are required for your application. To submit a document electronically, please click the link marked "Add Attachment" next to the item you wish to upload. In order for an item to upload successfully, you must select the document you wish to upload using the "Browse" or "Choose File" button. Then, click the button marked "Attach"; the name of the file that was uploaded will appear next to the item if successful.

A host customer financing agreement is required to be uploaded unless the host customer is funding the installation through a company or personal line of credit or cash.

A Notice of Assignment (NOA) and uploaded Financing agreement is required whenever the host customer is receiving financing from the installer, developer, or seller of the PV installation, or a third party solar financing entity. In general, a NOA and Financing agreement will be required for any system in which the host customer does not pay cash for the full price for the system at the time the system is installed. A NOA is also required if the payee is not the system owner. A copy of the Notice of Assignment can be found in the [Project Developers and Installers](#) section of the Made in MN Solar Incentive Program website.

Please Note: Only PDF files 5MB or smaller may be uploaded.

An example of required documentation can be found at www.mn.gov/commerce/energy/images/PowerClerk-MIM-Solar-PV-application-guidelines.pdf.

The following documentation is required based on the information you provided

- Signed Customer Installation Agreement [Attach](#)
- Signed Notice of Completion Form [E-Sign](#) | [Generate](#) and [Attach](#)
- Signed Utility Interconnection Agreement [Attach](#)
- Photo of Completed Project (PDF) [Attach](#)
- Final Invoice (marked paid with cost breakdown of modules, inverters, labor, permits, all other costs, total) [Attach](#)

The following documentation may be required

- Host Customer Financing Agreement [Attach](#)
- Notice of Assignment (NOA) [E-Sign](#) | [Generate](#) and [Attach](#)


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Fig. 15. Paperwork Records page

Electronic Signatures

You may also E-Sign the Notice of Completion form and the Notice of Assignment. There is no cost to the Host Customer or Applicant to use this service. To utilize this service, click *E-Sign* on the paperwork records page and upload the remaining required documents, then click *next* at the bottom of the page. You will then go to the Electronic Signatures page, shown in **Fig. 16**. Following the instructions, you will need to first preview the Notice of Completion form as shown in **Fig. 16** to ensure it is accurate. Then click the box to confirm that you have reviewed the application and click *Request Signatures*. An email will be sent to each required signatory on the application. Applicants will be able to see when the signatories have e-signed the document and if necessary send another request if a signatory did not respond to the first email. Once all required signatures have been obtained, PowerClerk will automatically upload the signed application form.

You will not be able to use the E-sign service if any of the signing parties does not have a valid email address.

The screenshot displays the PowerClerk web application interface. At the top left is the Minnesota Department of Commerce logo. At the top right is the PowerClerk logo and a user greeting: "Welcome Kim.havey@state.mn.us! | Logout". Below the header is a navigation bar with tabs for "Applications", "Companies", "Communications", "Reports", "Admin", "Dashboard", and "My Settings". A progress bar below the navigation bar shows four steps: "Project Components", "Paperwork Record", "Electronic Signatures" (which is the active step, indicated by a blue circle), and "Submit Notice of Completion".

The main content area is titled "Notice of Completion" and "Made in Minnesota PV Production Incentive (MIM14-00001)". A yellow warning box contains the text: "Each document to be electronically signed must be previewed before its signature request can be sent out. The preview may take a few seconds to open. Please note that in order to preview the document the popup blocker for your browser must be set to allow popups from powerclerk.com." Below this is a section titled "E-Signature Requests Pending".

Under "E-Signature Requests Pending", there is a "Notice of Completion Form (PV)" with a "Preview Needed" status and a "Preview" button. The form details are as follows:

- Installer:** MN Solar Generic (John Smith). *Installer must have a valid email address*
- Payee:** Shiny Solar (Mary Jones), mary@cleanpower.com
- Applicant:** Shiny Solar (Mary Jones), kim.havey@state.mn.us
- System Owner:** Shiny Solar (Mary Jones), mary@cleanpower.com
- Host Customer:** Shiny Solar (Mary Jones), kim.havey@state.mn.us

Below the form details is a checkbox with the text: "I have reviewed the documents above and they are ready to be sent for E-Signature." and a "Request Signatures" button.

At the bottom of the form area are "Back" and "Next" navigation buttons.

The footer of the page includes the Clean Power Research logo and the text "© 2014 Clean Power Research" along with social media icons for LinkedIn, Twitter, and RSS.

Fig. 16. Electronic Signatures

Made in Minnesota PV Production Incentive Notice of Completion	
Program Administrator	Minnesota Department of Commerce Division of Energy Resources
Application Number	MIM14-00001
Preparation Date	12/30/2014
HOST CUSTOMER	
Company Name	Shiny Solar
Contact Person Name	Mary Jones
Mailing Address	134 first st
City, State, Zip	St. Paul, MN 55101
Email	kim.havey@state.mn.us
Business Phone	(321) 321-3213
SYSTEM OWNER	
Company Name	Shiny Solar
Contact Person Name	Mary Jones
Mailing Address	134 First Street
City, State, Zip	Saint Paul, MN 55101
Email	mary@cleanpower.com
Business Phone	(321) 321-3213
PAYEE	
Company Name	Shiny Solar
Contact Person Name	Mary Jones
Mailing Address	134 First street
City, State, Zip	Saint Paul, MN 55101
Email	mary@cleanpower.com
Business Phone	(321) 321-3213
APPLICANT	
Company Name	Shiny Solar
Contact Person Name	Mary Jones
Mailing Address	
City, State, Zip	
Email	kim.havey@state.mn.us
SELLER	
Company Name	Kim Havey, LLC
Contact Person Name	
Mailing Address	85 7th Place East Suite 500
City, State, Zip	St. Paul, MN 55101
Email	
Business Phone	
INSTALLER	
Company Name	Shiny Solar
Contact Person Name	Mary Jones
Mailing Address	
City, State, Zip	
Email	kim.havey@state.mn.us
Business Phone	(321) 321-3213

PROJECT SITE INFORMATION			
Project Site			
Site Address	134 first st		
City, State, Zip	St. Paul, MN 55101		
Electric Utility Service			
Customer Account Number	123456	Meter Number	1213456

EQUIPMENT INFORMATION	
System Summary	
System Nameplate (DC) Rating: 2.750 kW System CEC-AC Rating: 2.384 kW System CSI-AC Rating: 2.381 kW Design Factor: 99.900% Inverter: 1 Silicon Energy 5.3 kW (Model SiE 5300 (240V)) Module Array: 10 Silicon Energy 275W (Model SiE-V-275) Tilt: 35 Azimuth: 180 Monthly Shading Factor: 100%	
System Nameplate Rating	
	2.75 kW-DC
CEC-AC System Rating	
	2.384 kW-AC
Energy Production	
Estimated Annual Energy Production	3,357 kWh/yr

PROJECT INCENTIVE CALCULATION		
Incentive Rate	\$0.34 per kWh	
Design Factor	99.9%	
Incentive Type	10-year PBI Incentive	
Incentive Details	2014 Incentive Rate for PV module 'Silicon Energy 275W (Model SiE-V-275)', Residential system: \$0.34/kWh Estimated Annual Incentive Amount: Incentive Rate x Estimated Annual Production \$0.34 x 3,357 kWh = \$1,141.38/yr Estimated Total Incentive Amount: Estimated Annual Incentive x 10 years \$1,141.38 x 10 years = \$11,413.80	
Estimated 10 Year Incentive	\$11,413.80	
Total System Cost before Incentive	\$17,350.00	

Please Note: The estimated energy production and incentive payments on this application summary page are estimates only. Please refer to the energy estimates from your solar professional or module manufacturer for expected energy production for your actual product installed at your installation location. The MiM incentive will be paid based on the actual amount of energy produced from your system.

Pursuant to Minnesota Statute 216C.414, subd. 5, all renewable energy credits associated with the energy provided to the utility for which the applicant is receiving an incentive payment under the Made in Minnesota program belong to the utility. Once the system owner ceases receiving MiM incentive payments under this program (after 10 years), all renewable energy credits belong to the system owner.

SIGNATURES

I declare under penalty of perjury that the PV project described in this Notice of Completion has been installed and is producing energy and that all information contain in this document is true and correct.

In addition, I certify under penalty of perjury that installation and financing agreements as well as system costs including modules, inverters, labor, permits and other costs submitted as part of this application meet the definition of "Trade Secret Information" under Minnesota Statutes section 13.37 subdivision 1(b).

Host Customer	
Name	Mary Jones
Company	Shiny Solar
Signature	
Date	
Applicant	
Name	Mary Jones
Company	Shiny Solar
Signature	
Date	
Installer	
Name	Mary Jones
Company	Shiny Solar
Signature	
Date	
System Owner	
Name	Mary Jones
Company	Shiny Solar
Signature	
Date	
Payee	
Name	Mary Jones
Company	Shiny Solar
Signature	
Date	

Fig. 17. Notice of Completion Form

Submit Application Page

The final step is the **Submit Notice of Completion page**, shown in **Fig. 18**, which contains a submit button to allow submission of the online incentive claim form. If any required information has not been completed, the submit button is disabled and information about the missing required information is displayed on this page.

Please verify that the Minnesota Vendor ID number submitted with the Notice of Completion is the correct Vendor ID number for the Payee. The Vendor ID number is displayed below the name of the Payee in the Notice of Completion. Incorrect Vendor IDs will delay the processing of the MiM production incentive.

MINNESOTA DEPARTMENT OF COMMERCE

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Project Components Paperwork Record Electronic Signatures **Submit Notice of Completion**

Notice of Completion

Made in Minnesota PV Production Incentive (MIM14-00001)

The following sections must be completed before the application can proceed:

- **Project Components** : The system production needs to be recalculated. Go the Project Components tab and click the Calculate System link.
- **Paperwork Record** : This application is missing the following required paperwork:
 - Signed Customer Installation Agreement
 - Signed Notice of Completion Form
 - Signed Utility Interconnection Agreement
 - Photo of Completed Project (PDF)
 - Final Invoice (marked paid with cost breakdown of modules, inverters, labor, permits, all other costs, total)
- **Electronic Signatures** : At least one document marked for electronic signature has not been sent. Please review the Electronic Signatures tab to see the current status of each document.

Back Submit Incentive Claim

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Fig. 18. Notice of Completion Form Submission

What Happens after the Notice of Completion is Submitted?

After initial submission of the Notice of Completion, Commerce reviews the documents for completeness. If any information is not complete, Commerce will send an email request for updated information. Applicants will then need to go back to the Notice of Completion and upload the updated information and resubmit. Upon approval of the Notice of Completion the Host Customer/System Owner/Payee is approved to receive all production based incentive (PBI) payments or in the case of solar thermal installations a one-time 25% of installed cost rebate. Each public utility is required to track the production and submit a report to Commerce no later than March 1 of each

year. PBI payments will be made for a full 10 years of production from the date the system is commissioned.

Solar thermal rebates will be paid to the Payee on record within 60 days of the approval of the Notice of Completion. No ongoing energy tracking or production metering is required.

At any time, Applicants are able to see any submitted applications in the main incentive application list including their current status. A "View" link is also available that brings up a single-page, non-editable summary of the incentive application.

For more program information, please see the [Made in Minnesota Solar Incentive Program](#) website.