



City of Foster City Solar Grant Program

Residential Solar Photovoltaic (PV) Incentive Program Guidelines

The intent of the City of Foster City Residential Solar PV Incentive Program is to provide a one-time, \$1,000 incentive to residents who choose to install Solar PV on their homes. The following guidelines govern the specific procedures and qualifications for this incentive program.

Total funding allocated for the program is \$200,000 as of October 1, 2016. Grants are available on a first come, first served basis until funding is exhausted.

1. Eligibility

- a. The permit must have a close date after October 1, 2016.
- b. Applicant must be the owner that has the right to modify the roof of a residential property located within the borders of incorporated Foster City.
- c. Eligible systems must be Solar Photovoltaic arrays installed on the roof of residential structures that offset energy used within those residential structures. They may not be installed on or provide benefit to community spaces and amenities of multi-family properties.
- d. The PV system must be owned by the incentive applicant.
- e. The PV system must be attached to permanent, non-mobile structures.
- f. Installation must comply with all applicable federal, state and local regulations, and must be installed according to manufacturer's standards.

2. Incentive Funding

- a. Owners of single family residences are eligible for reimbursement up to a maximum grant amount of \$1,000. Proof of cost and proof of payment must be provided to the City.
- b. Incentive-eligible invoiced costs may include solar panel installation materials, labor, and requisite permits.
- c. Costs for other services or products that may be associated with the project, such as battery storage, energy efficiency or structural upgrades are not incentive-eligible.
- d. Incentive may be combined with other funding available from City of Foster City or other programs, unless expressly prohibited.

3. Application Process

a. Intent to Apply for Grant Funding (“Intent Form”)

- i. Applicants must submit a hard-copy “Intent to Apply for Grant Funding” form with an original signature to the City of Foster City Solar Incentive Program, C/O Public Works Department, 610 Foster City Boulevard, Foster City, CA 94404. This may be submitted at any point prior to finalization of the building inspection for the Solar PV system, but no funding will be reserved for the project prior to receipt of the completed Intent Form. Systems installed and inspected prior to the institution of this program are not eligible for funding.
- ii. Projects must be completed within one year of the approval of the Intent Form or the funding reservation will be cancelled and the applicant must re-submit if they wish to continue the project. A new reservation date will be assigned if funding is still available.
- iii. Extensions may be made to the one year deadline at the sole discretion of the Director of Public Works, or designee, upon demonstration that significant, unforeseeable extenuating circumstances delayed a project. Requests for extension must be submitted prior to the reservation expiration, in writing, accompanied by a detailed explanation of the reason for the delay.

b. Request for Reimbursement

- i. Once the solar installation is complete and has passed the City of Foster City building inspection, the Request for Reimbursement Form must be completed and required documentation attached.
- ii. Required Documentation includes:
 1. Final signed-off building permit.
 2. Proof of Cost for system purchase and installation. Other items may be included on the invoice, but the cost for the solar portion of the project must be itemized.
 3. Proof of Payment to solar vendor detailing costs for materials and installation.
- iii. Completed hard-copy form with original signature and required documentation should be sent to: City of Foster City Solar Incentive Program, C/O Public Works Department, 610 Foster City Boulevard, Foster City, CA 94404.
- iv. Incentive payments will be issued by check to the property owner within 8 weeks after the system passes final inspection and all required documentation is submitted and approved.

4. Other

- a. In order to ensure that systems are properly sized and cost effective, it is highly recommended that property owners ensure that their properties are energy efficient before installing renewable energy system. One option is to conduct an energy efficiency audit and make recommended upgrades. Rebate incentives for energy efficiency are available here: www.bayareaenergyupgrade.org/program-overview
- b. Solar installations must follow standard approval processes including planning review and compliance with any Homeowners Association review and compliance with standards.
- c. The City of Foster City is not a manufacturer, supplier or guarantor of PV equipment or installers. The City of Foster City makes no representations or warranties of any nature, directly or indirectly, express or implied, as to performance of the installer or reliability, performance, durability, condition or quality of any PV system.
- d. Foster City Residential Solar Photovoltaic (PV) Incentive Program and Program Guidelines are subject to change without prior notice, and the City of Foster City reserves the right to refuse any application or request for incentive payment for systems that do not meet all program requirements.

For more information about the Solar Rebate Program:
Call 650-286-3270 or email publicworks@fostercity.org