

Solar for Schools Checklist

For schools outside Xcel Energy territory



CERT^s

CLEAN ENERGY RESOURCE TEAMS

School Info

- Individual school name
- Full mailing address
- Phone number

Authorized School Representative

- Title
- Phone number
- Email address

Facilities Representatives

- Title
- Phone number
- Email address

School Board Representative

- Title
- Phone number
- Email address

- School district name and number
- Proposed solar array site address
(aerial images are welcome)

Primary school contact

- Title
- Phone number
- Email address

Curriculum Development Contact

- Title
- Phone number
- Email address

Authority to Apply/Submit Phase 1 Application

- Signed Letter of Support by Authorized School Representative.

Curriculum Development Plan

- List the names, titles, and emails of involved school staff.
- Provide a description of curriculum development and integration.
- Optional: Upload supporting curriculum documents.

Energy

- Provide copies of 24 months of electric bills or comparable data including kilowatt-hour consumption charges, demand charges, any bill riders, and line item charges.
- Copy of the most recent electric bill for the meter specific to the proposed solar installation tie-in. If this meter is the main meter, please provide the most recent copy of the main meter bill.
- Describe any existing distributed generation installations (i.e. existing solar or small wind generation on site). If applicable, describe any solar thermal component of the proposed installation.
- Describe any energy efficiency measures (both gas and electricity) including energy efficient installations or changes in building operation for energy conservation.

Electric Utility

- Provide a Letter of Support or documentation from the electric utility indicating the school has spoken with the electric utility.
- Contents of the Letter of Support may include information about the existing rate structure and any potential change to the rate structure from implementing solar on the school.
- Interconnection timeline estimates.

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CleanEnergyResourceTeams.org/SolarSchools

Proposed Solar Array Description

- Physical site description:
 - Location; Fixed tilt, single axis, or dual axis array; Roof mount or ground mount.
- Estimated capacity in KWac and estimated nameplate capacity in KWdc.
Note: For schools outside of Xcel Energy service territory, 39.99 KWac is the largest capacity allowable for purposes of the grant.
- Estimated annual energy production in kilowatt-hours AC (Please use NREL's PV Watts or a similar solar production tool).
- Estimated timeline to system installation.

Roof mount considerations

- Provide a description of the roof age and condition.
- Describe whether a solar installation will impact the roof warranty.
- Describe whether the roof was part of a publicly bonded facility.
- Describe any weight conditions on the roof (i.e. ballasted with rock, EDPM membrane, etc.) and any structural load limitations, if known.

Ground mount considerations

- If any, describe any known obstructions to setting pylons (i.e. shallow rock, underground tiling, buried gas or drain lines).
- Describe the estimated distance and possible obstructions to trenching power lines to the electric panel for tie-in.
- Evaluate any applicable land use zoning regulations, including setbacks from neighboring properties or rights of way, etc.

Procurement Process

- Describe the school's and/or school district's procurement process.

System Funding and Metrics

- Provide the Adjusted Net Tax Capacity (ANTC), Adjusted Pupil Units (APU) and the ANTC/APU quotient.
- Describe the proposed system funding:
 - Direct ownership | Third-party power purchase agreement | Loan agreement
- Describe any secured funding or financing as authorized in Minn. Stat. Sec. 216B.41 (describes the acquisition of electrical infrastructure from a private utility by a public municipality).
- Total dollar grant request based on the ANTC/APU metric.

Insurance

- Describe any insurance coverage applicable to the proposed solar array through the schools commercial property insurance.
- Describe projected insurance rate impacts, if any.