GoSolarSF Supplemental Low-Income Incentive
INFORMATION & INSTRUCTIONS

The GoSolarSF program offers a one-time incentive payment to local solar electric projects to reduce the cost of installation. In addition to the GoSolarSF residential incentive ($2,000-$3,000), low-income households are eligible to receive a supplemental low-income incentive ($5,800-$7,000). GoSolarSF is administered by the San Francisco Public Utilities Commission (SFPUC). The Mayor's Office of Housing (MOH) is working in collaboration with the SFPUC to qualify households as low-income.

Please contact the SFPUC at 415-554-3434 or GoSolarSF@sfwater.org if you have questions about the GoSolarSF program. GoSolarSF program information is available at www.solarsf.org.

Qualifying for a Low-Income Incentive

Upon determination of low-income status applicants may proceed with the SFPUC GoSolarSF solar incentive application.

There are three ways to qualify as low-income:

1. **Single-family Affordable Solar Homes (SASH) Program**: Provide the GoSolarSF program with a copy of an Incentive Reservation from the SASH Program, one of the California Solar Initiative's low-income programs. The SASH Program offers incentives on PV solar systems to qualifying low-income homeowners. For information, visit www.gridalternatives.org. Households that qualify for the SASH program must apply for the Low-Income SASH incentive and cannot apply for the GoSolarSF Low Income Non-SASH incentives. To determine SASH eligibility, go to www.solarsf.org and click on Determining SASH Eligibility.
2. **PG&E California Alternate Rates for Energy (CARE) Program**: Provide the GoSolarSF program with PG&E bills showing the CARE discount. Applicants who receive CARE rates automatically qualify as low-income and do not need to complete a GoSolarSF Supplemental Low-Income Incentive application. Applicants must provide two PG&E bills from within the past six months, showing the CARE discount, with at least one month's time between them, for example, bills from January and March.
3. **GoSolarSF Supplemental Low-Income Incentive application approved by MOH**: If the household does not qualify as low income through SASH or PG&E CARE rates (#1 and #2 above), complete and submit the attached GoSolarSF Supplemental Low-Income Incentive application. To be deemed a low-income household by MOH, the annual household gross income may not exceed the following income guidelines adjusted by household size. Each individual household member age 18 or over must submit income verification documents.

Household Size	Annual Gross Income
1	$59,100
2	$67,550
3	$76,000
4	$84,400
5	$91,200
6	$97,950
7	$104,700
8	$111,450

2013 Income Guideline

Completing the Supplemental Low-Income Incentive Application

MOH will make a determination on all complete applications. Incomplete applications will be returned. Please use the checklist below to be sure your application package is complete.

To determine if a household is low-income, applicants must submit the following:

- ☐ A signed GoSolarSF Supplemental Low-Income Application (see page 3).
- ☐ Most recent PG&E bill, showing the account holder's name and address.
- ☐ Two most recent paystubs for each household member age 18 or over. The paystubs must be dated within the past six months. If a household member over age 18 has not worked in the past six months, then the two most recent federal income tax returns must be submitted instead (rather than only one as required below).
- ☐ Most recent federal income tax return for each household member age 18 or over, including all schedules and W2s. The tax return must be from the most recently completed tax year.
- ☐ If self-employed, submit the two most recent federal income tax returns, including all schedules and W2s.
- ☐ If a household member age 18 or over does not file his/her own tax returns and is not claimed on the applicant's taxes (for example, a student, an unemployed person, or a retired person), please submit a self-written letter from that person including his/her name, address, a brief statement explaining the lack of income, and his/her signature.

Mail the Supplemental Low-Income Incentive Application directly to MOH at:

Mayor's Office of Housing
1 South Van Ness Avenue, 5TH Floor
San Francisco, CA 94103
ATTN: GoSolarSF Program

Low-Income Qualification Process

MOH reviews applications and responds within 30 days. Incomplete applications will be returned with a request for additional information. If the applicant's annual household gross income exceeds the guideline, MOH will send the applicant a letter explaining why the household does not qualify for the GoSolarSF low-income incentive. If the household income qualifies as low-income, the applicant will receive a letter confirming the low-income qualification, which will be valid for six months. If the applicant would like his/her solar installer to receive notice that the low-income status was approved, part IV of the application must be completed. A copy of the approval letter is required when you apply for the GoSolarSF incentive.

GoSolarSF Application Process

Applicants work with their solar installers to apply to the California Solar Initiative (CSI) Rebate Program first and then to the GoSolarSF program. The GoSolarSF application package is available at www.solarsf.org. The SFPUC's GoSolarSF team will review and approve the incentive application. Applicants will receive a GoSolarSF incentive reservation letter stating that the incentive funding is being reserved for six months. Applicants can then work with their installers to schedule the solar panel installation. **If you have questions, contact the SFPUC at 415-554-3434 or email GoSolarSF@sfwater.org.**

CalHome Program

If the applicant qualifies for the GoSolarSF Supplemental Low-Income Incentive, it is possible that the household could also qualify for the CalHome Program, a low-interest loan program. MOH may be able to provide affordable financing to address health and safety issues, code deficiencies, and accessibility modifications. For more information about the CalHome Housing Rehabilitation Loan or to obtain an application, please contact the office at: 415-701-5500 (or TDD: 415-701-5503) or visit the website at: http://www.sfgov.org/site/moh_page.asp?id=68411

GoSolarSF Supplemental Low-Income Application

Please submit the application along with the required documentation listed on the checklist below. **Fields with asterisk (*) require a response** or the application will be returned to the applicant. The applicant must be the holder of the PG&E account (referred to as the Host Customer on the GoSolarSF application).

Do you receive the California Alternate Rates for Energy (CARE) discount on your PG&E bill?* Yes No

Do you have an Incentive Reservation for the Single-family Affordable Solar Homes (SASH) Program?* Yes No

If yes to either question above, stop here. You automatically qualify as low-income. If no, proceed with this application.

PART I: APPLICANT INFORMATION		PART II: EMPLOYER INFORMATION	
Site Address*		**Employer Name**	
Applicant Name*		**Employer Street Address**	
Marital Status		**City and Zip Code**	
Phone Number*		**Position Title**	
Email Address*		**How often are you paid?**	
Number of Units*			

PART III: HOUSEHOLD COMPOSITION: income verification required for every occupant age 18 or over

	Name*	Sex*	Age*	Relationship*	Source of Income*	Claimed on Taxes?*
1						
2						
3						
4						
5						
6						
7						
8						

PART IV: SOLAR INSTALLER

If you would like MOH to send a copy of the approval letter for the low-income incentive to the installer, please provide the following information. Please note that you must provide an email address for the installer.

Contact Name			
Company Name			
Company Address			
City and Zip code		**Phone Number**	
Email Address			

PART V: ACKNOWLEDGEMENT

The Mayor's Office of Housing (MOH) must verify all the information and obtain any documents needed to verify the information provided. By signing below, I/we certify that all statements made in this application are true to the best of my/our knowledge. I/we fully understand that it is a federal crime and punishable by fine or imprisonment or both, to knowingly make any false statements concerning any of the above facts.

APPLICANT:

Printed Name _____ Signature _____ Date _____

Instructions for GoSolarSF Low-Income Incentive Supplemental Application

If you checked "Yes" that you receive PG&E CARE rates, you do NOT need to complete the application. Instead, applicants must provide two PG&E bills from within the past six months, showing the CARE discount, with at least one month's time between them, for example, bills from January and March. These should be included with the GoSolarSF application as an attachment, not sent to MOH.

If you checked "Yes" that you have an Incentive Reservation for the Single-family Affordable Solar Homes (SASH) Program, you do NOT need to complete the application. You should contact the Program Administrator for the SASH program at www.gridalternatives.org or 510-731-1334.

Part I
All fields are required except Marital Status.
"Site Address" refers to the address where the solar array will be installed.

Part II
Complete if employed.

Part III
All fields are required for each occupant age 18 or over.

Part IV
Complete only if you wish to have MOH send a copy of the approval letter for low-income status to the installer.

Checklist

- □ GoSolarSF Supplemental Low-Income Application
- □ Two most recent paystubs for all occupants that are 18 years old or older (or two most recent federal income tax returns for those who have not worked in the past six months or longer)
- □ Most recent federal income tax return for all occupants that are 18 years old or older (two required for those who have not worked in the past six months or longer)
- □ If self-employed, submit two most recent federal income tax returns including all schedules and W2s
- □ Most recent PG&E bill (please be sure account holder's name and address are on the bill)
- □ If applicable, a self-written letter by household members age 18 or over who do not file their own tax returns and are not claimed on the applicant's taxes.

If you have questions, please contact the SFPUC at 415-554-3434 or GoSolarSF@sfwater.org