



Project Steps

1. School applies, see [APPLY](#) section on the Solar 4R Schools website for more information and quarterly deadlines
2. School is selected, BEF sends the school:
 - Acceptance Letter
 - Information about how the program works and next steps
 - [Solar Supporters Petition](#) (SSP), a non-binding agreement signifying that key individuals at the school understand and support the project
3. School signs and returns SSP to BEF
 - When BEF receives the SSP, we know that we can move forward with the project
4. BEF conducts a site survey and completes the system design
 - ⇒ A site survey typically takes about a week to schedule and an afternoon to conduct
5. BEF sends the [Host Contract](#) and system design to the school
 - The Host contract is a legally binding document, signed by an appropriate party at the school, signifying that the school agrees to own and maintain the system
 - ⇒ Typically takes about 2 weeks
6. School approves the design and signs the Host Contract
7. BEF creates a 'Request For Proposals' (RFP), a document inviting contractors to bid on the project
 - RFP is sent out to local PV installers
 - ⇒ Typically takes 1-2 weeks
8. BEF reviews the bids, selects the most qualified installer and signs a contract with system installer
 - ⇒ Typically takes 3 weeks to a month
9. BEF and installer complete pre-construction documentation:

- Detailed system design
- Structural and electrical engineering
- Building and electrical permitting
- Design review, as required by city or state for the building
- Rebate/incentive applications
- Net Metering and Interconnection documents
 - ⇒ The timeline here is highly variable and could take anywhere from 3 weeks to 5 months, but is generally in the realm of 2 months

10. School signs net metering, interconnection and rebate applications

11. BEF and Installer order equipment and schedule installation

⇒ Typically takes about a month

12. PV System is installed according to the design

⇒ The actual installation usually takes about 3 days

13. School network administrator verifies connection for data monitoring

14. System passes electrical and utility inspections and BEF and/or installer conducts system commissioning and start-up

⇒ Typically takes about 2 weeks

15. The owner's manual is delivered to school and the facilities staff is trained in system maintenance

16. BEF conducts Teacher Training Workshop

- 3-4 hour training session, up to 15 teachers may attend
- BEF delivers science kit and activity guides

17. BEF assists the school in organizing an opening event, such as a ribbon cutting ceremony, and publicizing the project

18. Ceremony is held and partners are thanked for their contribution

19. BEF provides long term technical and educational support to school and schools submits annual reports to BEF

Disclaimer: The timeline estimates given here are included to provide a sense of how long these steps typically take and are not intended as definite projections. The actual timeline of a project is dependent on project-specific variables.