



## 2017 PHOTOVOLTAIC System Rebate Reservation Application

The Colorado Springs Utilities (“Springs Utilities”) Reservation Request (“RR”) form is used to request a rebate reservation for a solar photovoltaic system (System) under the Renewable Energy Rebate Program (“RERP”). The form specifies information about the System to be installed to: (1) validate that the System meets RERP program requirements, and (2) estimate the rebate payment. Springs Utilities will review and approve or deny RR forms submitted on a first-come, first-served basis. If the RR form is approved, a Reservation Confirmation letter will be mailed to the customer. If the RR form is denied, a Denial Letter indicating the reason for denial will be mailed to the Customer. Reservations are non-transferable and subject to availability of funds for the RERP. If funds are not available, submitted RR forms will be placed on a Wait List in the order they were received. Customers, or their installer representative, have thirty (30) days [sixty (60) days for business] from the Reservation Confirmation Date to submit evidence of a signed Installation Contract, or the reservation will be void. **Note:** Customers installing Systems themselves must submit evidence of a deposit paid on the System components. Reservations will expire one hundred twenty (120) days from the Reservation Confirmation date. If a reservation is void or expires, Customers will forfeit their place in the queue for RERP funding and will be required to re-apply by submitting a new RR form. If the reservation was voided or expired due to circumstances out of the Customer’s control and the Customer wishes to retain the reservation, the Customer must submit a Time Extension (TE) Request form by the TE Deadline. TE forms will be reviewed and approved or denied at Springs Utilities’ sole discretion.

Customers can expect to receive a request to schedule a Pre-Installation Inspection or a Denial Letter within ten (10) business days of Springs Utilities receiving the completed RR form and additional required documentation. If the RR form is approved, a Reservation Confirmation letter will be issued within thirty (30) days of Springs Utilities receiving the completed RR form.

### Section 1: Customer information

“Customer” is defined as a Springs Utilities customer participating in the RERP. “System” is defined as a solar system owned by the customer consisting of PV modules, inverter, AC disconnect and a protective device or breaker, meeting the system design specifications in Section 4 of the Interconnection Agreement for Renewable Energy Net Metering.

### Section 2: Designer/installer information

Check the box indicating whether the System is to be installed by the Customer (self-install) or a hired contractor. If a self-install, leave the rest of the section blank. If installed by a contractor, check the box indicating who the primary contact should be for questions and correspondence. Note: Systems installed by a third-party contractor must carry a minimum five (5) year warranty on the workmanship of the installation, per the Program Terms and Conditions below.

### Section 3: Solar photovoltaic system and installation information

All fields must be completed for processing the RR form. Eligible photovoltaic modules must be included on the List of Eligible Photovoltaic Modules found at [http://www.gosolarcalifornia.org/equipment/pv\\_modules.php](http://www.gosolarcalifornia.org/equipment/pv_modules.php) and the List of Eligible Inverters found at <http://www.gosolarcalifornia.org/equipment/inverters.php>. Provide the name of the photovoltaic module manufacturer, the module model number, the PV USA Test Condition (PTC) rating in watts (also found on the List of Eligible Photovoltaic Modules), and the number of modules installed. Provide the orientation (azimuth) of the PV array, the tilt angle of the array from horizontal, and the annual percent shading. (Shading must be determined using a Solar Pathfinder or another shading instrument.) Provide the name of the inverter manufacturer, the inverter module number, the inverter efficiency at seventy-five (75) percent load (also found on the List of Eligible Inverters), and the number of inverters. If more than one type of module or inverter is used, provide the required information separately in the columns marked “System 1” and “System 2.” Attach an adequate, complete, and legible floor/site plan including physical locations on the premises of the PV array, inverter, existing Springs Utilities electric meter, REC meter and external AC disconnect.

*PTC rating takes into consideration and adjusts for the fact that power output decreases as module operating temperature increases. The PTC ratings are different for each module, and can vary from approximately eighty-seven (87) to ninety-two (92) percent of the Standard Test Condition (STC) rating provided by the module manufacturer. A typical decrease in power output is approximately twelve (12) percent for crystalline-based solar modules.*

### Section 4: Rebate request

Using the information provided in Section 3 of the RR form, please fill in the appropriate blanks and calculate the following: (1) expected output in AC Watts, (2) rebate amount requested. Module rating in watts (PTC rating) and inverter efficiency at seventy-five (75) percent load can be found at the List of Eligible Photovoltaic Modules ([http://www.gosolarcalifornia.org/equipment/pv\\_modules.php](http://www.gosolarcalifornia.org/equipment/pv_modules.php)) and the List of Eligible Inverters (<http://www.gosolarcalifornia.org/equipment/inverters.php>). When more than one type of PV module or inverter is used, the weighted average PTC rating and efficiency are used, respectively. De-rating factors for various combinations of orientation and tilt are found in the table provided; this table is based on 2-D performance curves for orientation and tilt at thirty-eight (38) degrees latitude. De-rating factor for shading is provided by Solar Pathfinder or Solmetric readings taken by the Customer or installer at the physical location of the PV array installation. Rebate rates may vary from year to year.

**Section 5: Next steps – additional required documentation**

Please attach the following required documentation for your Reservation Application to be complete:

- **Floor/Site Plan**

A Floor/Site plan must be submitted that shows the location of the following:

- The direction North
- Physical location of all equipment (PV array, inverter, existing Springs Utilities electric meter, REC Meter and AC Disconnect)

- **Interconnection Agreement**

The Interconnection Agreement is available for download at

<https://www.csu.org/CSUDocuments/2017interconnectionrebate.pdf> and can be mailed to the customer, if requested. The address in the Interconnection Agreement must match the address of the installed System.

- **IRS Form W-9**

Prior to issuing a rebate check, the U.S. Internal Revenue Service requires Springs Utilities to have in its possession a properly completed current IRS Form W-9 (or IRS Form W-8 for foreign persons), regardless of whether the income is reportable. This applies to all residential and business participants. If assigning the rebate to a third-party, a W-9 is also required for that third-party. IRS forms can be downloaded at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

- **Affidavit of Legal Residency** (Applies only to residential and sole proprietorship for business participants)

Colorado Revised Statute 24-76.5-101 et.seq. requires a natural person eighteen (18) years of age or older to provide evidence that he/she is lawfully present in the United States prior to the receipt of certain public benefits, including rebates. This applies to all residential customers and sole proprietorship business customers. A copy of a valid photo id is required.

- **Shading Analysis**

Submit a copy of the shading analysis conducted at the premise at the physical location of the proposed PV array installation using a solar shading analysis device (Solar Pathfinder™, Solmetric Sun Eye™ or similar device)

- **Picture of Existing Meter**

Submit a picture of the existing electric meter located at the residence to show meter style and height and location existing of meter



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**1. CUSTOMER INFORMATION**

Utility Account # \_\_\_\_\_ Account Name: \_\_\_\_\_  
(installation address) (as it appears on your utility bill)

Installation Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
(if different from installation address, zip)

Customer contact: \_\_\_\_\_ Email: \_\_\_\_\_ phone: \_\_\_\_\_

Are you currently subscribed in a Community Solar Garden? (please circle one)      YES      NO  
 I grant permission to be notified by email of other CSU programs (please circle one)      YES      NO

**2. DESIGNER/INSTALLER INFORMATION**

Please check one:  Contractor    **OR**     Self (customer)      Company: \_\_\_\_\_

Representative: \_\_\_\_\_ Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

**3. SOLAR PHOTOVOLTAIC (system) AND INSTALLATION INFORMATION**

	Array 1	Array 2	Array 3	Array 4
PV module manufacturer:				
PV module model number:				
<b>(A)</b> CEC PTC rating (module):				
<b>(B)</b> Number of modules installed:				
Module orientation (S, SE, SW, E, W):				
Module tilt:				
<b>(C)</b> Orientation and tilt de-rating factor (table below)				
<b>(D)</b> Annual shade (%):				
Inverter manufacturer:				
Inverter model number:				
<b>(E)</b> Inverter CEC seventy-five (75) percent load efficiency:				
Number of inverters installed:				
Inverter connected to all CSU phases?				
Is this a one hundred twenty120V inverter?				
AC Watts output <b>(A.B.C.D.E)</b>				

**Notes on AC watt calculation:**

- <sup>a</sup> De-rating factor for combinations of orientation and tilt are found in the table below.
- <sup>b</sup> De-rating factor for shading is provided by Solar Pathfinder (or similar device) readings taken at the installation site.



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	De-rating Factor (a)	PV Array Tilt Angle from Horizontal (Degrees)					
		0	18	30	45	60	90
Orientation	South	0.89	0.97	1	0.97	0.89	0.58
	SSE or SSW	0.89	0.97	0.99	0.96	0.88	0.59
	Southeast or Southwest	0.89	0.95	0.96	0.93	0.85	0.60
	ESE or WSW	0.89	0.92	0.91	0.87	0.79	0.57
	East or West	0.89	0.88	0.84	0.78	0.7	0.52

Will this system have a battery back-up? (please circle)    YES    NO    If yes, please provide a One-Line Diagram

Service voltage (check one):    Residential     120/240     120/208  
    Commercial     120/240     120/208     277/480     Other \_\_\_\_\_

### 4. REBATE REQUEST

Please fill in values and calculate the total power output in AC watts of the System installed (AC Watts Calculation) and rebate:

PV Array	AC Watts		
1			
2			
3			
4		Rebate per AC watt	Rebate Requested
<b>Total</b>		X \$0.25	

### 5. NEXT STEPS

Please attach the following documents to the Reservation Request (RR) form:

- Attach a floor/site plan detailing the location of the following:
  - The direction North
  - Physical location of all equipment (PV array, inverter, existing Springs Utilities electric meter, REC Meter and AC Disconnect)
- A copy of the shading analysis conducted at the premise at the physical location of the proposed PV array installation using a solar shading analysis device (Solar Pathfinder™, Solmetric Sun Eye™ or similar device)
- A picture of the existing electric meter to show meter style and height and location of meter
- Signed Interconnection Agreement for Renewable Energy Net Metering
- Completed IRS Form W-9 (Request for Taxpayer Identification Number) for customer and third party rebate assignee, if applicable. Available for download at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- A copy of valid photo identification for proof of lawful residency. (Applies only to residential and sole proprietorship business customers) (**Copy of valid\* Photo ID for proof of lawful residency. \*Acceptable forms of a valid Photo ID include: Colorado driver's license, Colorado identification card, United States military card, United States Coast Guard Merchant Mariner card or a Native American tribal document. It is strictly prohibited and punishable by fine and/or imprisonment to photocopy Military IDs and Common Access Cards. (Title 18, U.S. Code, Part I, Chapter 33, Section 701)**)

Please complete this form, read the Program Terms and Conditions below, **initial** each page, **sign** the Acceptance affirming your agreement with the Terms and Conditions, **sign** the Affidavit of Legal Residency, and attach the required documents listed above in **Next Steps** and submit to:

**Colorado Springs Utilities**  
**Renewable Energy Rebate Program**  
**2855 Mesa Road, Mail Code 1300**  
**Colorado Springs, CO 80904**

OR

Email to: [renewables@csu.org](mailto:renewables@csu.org)  
 Fax to: **719.668.2510**

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### TERMS AND CONDITIONS

#### 1. Definitions:

- a) **Customer** – An individual or business that purchases retail electric service on a residential, commercial or industrial tariff from Springs Utilities, participates in the Renewable Energy Rebate Program (RERP) for Photovoltaics, owns the installation premise, and maintains Springs Utilities electric account(s) that are current and non-delinquent.
- b) **Interconnection Agreement** – An Interconnection Agreement for Renewable Energy Net Metering
- c) **System** – A solar photovoltaic system owned by the customer consisting of photovoltaic modules, an inverter, an AC disconnect, and a protective device or breaker.
- d) **Operational** – A System is defined as operational if it is continuously producing energy, as read monthly at Springs Utilities' Renewable Energy Credit (REC) meter. A System is considered "non-operational" if the REC meter reads zero energy production over a period of three (3) or more consecutive months.
- e) **Submittal Deadlines** –

Submittal	Deadline	Date
Reservation Request (RR) Form	November 10, 2017	November 10, 2017 – last day to submit RR
Installation Contract	Installation Contract Deadline	Thirty (30) days (sixty (60) days for business) from the Reservation Confirmation Date
Rebate Claim (RC) Form	Reservation Expiration Deadline	One hundred twenty (120) days from the Reservation Confirmation Date
Time Extension (TE) Request Form (if applicable)	TE Deadline	Reservation Expiration Deadline; last day to submit TE is November 10, 2017

#### 2. Qualifying Systems installed under the RERP must:

- a) Be included in the List of Eligible Photovoltaic Modules found at [http://gosolarcalifornia.org/equipment/pv\\_modules.php](http://gosolarcalifornia.org/equipment/pv_modules.php) and the List of Eligible Inverters found at <http://gosolarcalifornia.org/equipment/inverters.php>. Inverters must also meet Pikes Peak Regional Building Department Arc Fault requirements.
- b) Be interconnected with Springs Utilities electric system under an authorized Interconnection Agreement.
- c) Comply with the system design standards required in Section 4 of the Interconnection Agreement.
- d) Be installed at a premise owned by the Customer and receiving Springs Utilities electric service, or in the case of new construction, at a premise titled in the Customer's name.
- e) Have a minimum System size of five hundred (500) watts, and a maximum System size of ten (10) kilowatts for residential and one hundred (100) kilowatts for business; system size must not exceed one hundred twenty (120) percent of customer's previous twelve (12) month kilowatt-hour usage at the single premise meter where the System will be interconnected.
- f) Be for personal use only, NOT FOR RESALE.
- g) Be new equipment.
- h) Be purchased and installed from January 4 to December 15, 2017. Evidence of payment by the customer in US dollars is required for rebate eligibility. **Trades, barter, gifts, payments in-kind or any other non-monetary consideration will not be accepted.**
- i) Carry manufacturer and/or installer warranties for the following minimum specified period(s) as appropriate for the product installed, from the date of completion of the work. The warranty includes all materials, parts, service calls and labor for the period(s) as appropriated for the product installed.
  1. **System** – five (5) years against defects in workmanship. Installer must provide warranty, unless System installed by Customer.
  2. **Inverter** – five (5) years against manufacturer defects. Manufacturer must provide warranty.
  3. **PV modules** – twenty (20) years against degradation of performance below eighty (80) percent of original output under standard test conditions (STC). Manufacturer must provide warranty.

#### 3. Qualifying Systems must NOT be:

- a) installed prior to submitting a Reservation Request form and receiving an approval;
- b) interconnected prior to inspection, testing, and written authorization from Springs Utilities;
- c) installed with a north-facing orientation (or any orientation other than from 90° East to 270° West);
- d) installed at a site that is more than fifty (50) percent shaded on an annual basis.

#### 4. Reservations (and rebates) are non-transferable, subject to availability of funds, and offered on a first-come, first served basis. Rebates are limited to fifty (50) percent of the specific program budget (residential or commercial) per customer.



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### 5. Required documentation and Submittal Deadlines:

Incomplete Reservation Request form(s) or those lacking the additional required documentation (listed in Section 5) will be denied. Incomplete Rebate Claim form(s) or those lacking the additional required documentation (listed in Section 7) will be denied. Customer-installed Systems do not require an installation invoice to be submitted. Invoice(s) must be itemized and include date of purchase, purchase price and quantity purchased. Rebate Claim forms must be received by Springs Utilities by the Reservation Expiration Deadline, or the reservation will expire. If a reservation expires, Customers will forfeit their place in the queue for RERP funding and will be required to re-apply by submitting a new RR form. If the reservation expired due to circumstances out of the Customer's control and the Customer wishes to retain the reservation, the Customer must submit a Time Extension (TE) Request form, received by Springs Utilities by the TE Deadline. TE forms will be reviewed and approved or denied at Springs Utilities' sole discretion. Time Extensions will be limited to thirty (30) days. All residential Customers and business Customers that are sole proprietorships must submit an Affidavit of Lawful Presence in the United States and copy of applicable identification.

### 6. Customer Responsibility:

Customer is solely responsible for installation of all equipment/products to the manufacturer's specifications. Customer is solely responsible for obtaining related building permits and completing the Electric Service (ES) inspection process as required by local jurisdiction. Springs Utilities runs daily reports from the Pikes Peak Regional Building Department (PPRBD) website. Once the system has passed the ES inspection from PPRBD and the information is uploaded, orders will be created to schedule the Springs Utilities inspection. Springs Utilities requires the Customer to submit proof of appropriate City/ County/State building permit approval for System installation prior to issuing a rebate payment.

### 7. Installation Inspection:

Customer agrees that Springs Utilities reserves the right to inspect the installation premise at any time or request additional documentation prior to issuing a rebate payment.

### 8. Springs Utilities is not a party:

The Customer understands and agrees that Springs Utilities is not a party to any contract pertaining to the System installation. The Customer agrees to indemnify, to defend, and to hold harmless Springs Utilities, its board members, officers, agents and employees against all claims, loss, damage, expense and liability asserted or incurred by other parties, including but not limited to Springs Utilities' employees, arising out of or in any way connected with the RERP, the Interconnection Agreement, and the System, or the System's installation, operation or performance, and caused by acts, omissions, intent or negligence, whether active or passive, of Customer, its agents, employees, and suppliers, and excepting only such loss, damage or liability as may be caused by the intentional act or sole negligence of Springs Utilities.

### 9. Disclaimer of warranties:

Springs Utilities makes no representations or warranties, expressed or implied, regarding the design, sizing, installation, construction, reliability, efficiency, performance, operation, maintenance, or use of any System or any make or model of equipment analyzed, discussed, selected, rejected, installed or otherwise considered by the Customer. Any decisions regarding the selection, design, installation, use and operation of Systems and equipment shall be at the sole discretion and are the sole responsibility of the Customer. Springs Utilities is not liable or responsible for any act or omission of any contractor whatsoever.

### 10. Environmental Attributes:

In consideration of the RERP and as stated within Springs Utilities' Renewable Energy Net Metering Rate Schedule under which the Customer acknowledges that it receives service, the Customer agrees that all environmental attributes (including, but not limited to, air quality credits, "green tags," and renewable energy certificates) from the photovoltaic installation belong to Springs Utilities. Springs Utilities may report or register ownership of the environmental attributes with any entity.

### 11. System Size:

Systems installed under this program are intended to offset part of a Customer's annual electrical needs at the installation site. System size must not exceed one hundred twenty (120) percent of customer's previous twelve (12) month kilowatt-hour usage at the single premise meter where the System will be interconnected. In the event of new construction, an estimated energy usage for the building will be requested.

### 12. Interconnection Obligation:

**Qualifying Systems must remain interconnected to Springs Utilities' electric system and operational for a minimum of five (5) years.** This time-period will begin on the date authorization to interconnect the Qualifying System is given to the Customer by Springs Utilities. If the Qualifying System does not remain interconnected and operational for the minimum five (5) year period, then the full amount of the rebate payment will be billed to the Customer. In the event of a sale of the premises (and its Qualifying System) prior to the conclusion of the minimum five (5) year period, the Customer will remain obligated for the interconnection



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and operation of the Qualifying System and the return of the rebate payment amount, unless other contractual arrangements are made between the Customer, the new owner and Springs Utilities.

### 13. Subject to Change:

This program is subject to change and/or discontinuation without notice.

### 14. Right to Deny:

Customer agrees that Springs Utilities reserves the right to deny an application if the proposed PV System would require modification to existing Springs Utilities facilities or equipment.

### 15. Rebate Payments:

Rebate payments may not exceed the total installed costs. At Customer's written request below, Customer may authorize payment of rebate to be made directly to a third party.

## THIRD PARTY PAYMENT INFORMATION

I hereby authorize payment of my rebate to be assigned to the following third party. I understand that I, the Customer, am still responsible for re-payment to Springs Utilities of the full rebate amount if I default on the Terms and Conditions of the Renewable Energy Rebate Program.

Assignee Business Name: \_\_\_\_\_

Assignee Business Address: \_\_\_\_\_

**Signature Required:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Only if assigned)

## ACCEPTANCE OF TERMS AND CONDITIONS

Customer is required to initial all pages of this application and sign below which certifies under penalty of perjury that:

- a) The information provided in this form is true and correct to the best of the Customer's knowledge.
- b) The Customer has read and understood the stated RERP terms and conditions.
- c) The Customer agrees to comply with all provisions of the RERP and the Interconnection Agreement.
- d) The Customer understands that if the System fails to remain interconnected and operational within Springs Utilities' service territory for a minimum of five (5) years, the Customer will be billed the rebate payment amount.
- e) If the incentive is assigned to a third party/developer, the third party/developer is also required to initial all pages of this application which certifies under penalty of perjury that the third party/developer has read, understood, and agrees to the stated Incentive Program Instructions and Terms and Conditions.

Customer Name (please print): \_\_\_\_\_

**Signature Required:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## AFFIDAVIT OF LEGAL RESIDENCY IS REQUIRED UNDER COLORADO LAW

I swear/affirm under penalty of perjury under the laws of the State of Colorado that (check one):

- I am a United States citizen, or
- I am a Permanent Resident of the United States, or
- I am lawfully present in the United States pursuant to Federal Law.

**\*\* INCLUDE A COPY OF YOUR APPROVED PHOTO ID \*\***

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit or prior to entering into a contract with the state. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

**Signature Required:** \_\_\_\_\_ **Date:** \_\_\_\_\_ Employee Verification \_\_\_\_\_