

Instructions for Installation Verification Form

The Colorado Springs Utilities Installation Verification (“IV”) form is used to request payment for a completely installed and operational solar photovoltaic system (“System”). The form specifies information about the System that was to be installed at the time the reservation request was initiated and the Net Metering/Reservation Request (“NM/RR”) form was submitted. It also serves as a means of documenting what changes occurred from the time the reservation request was processed until the time the System was installed. The IV form must be submitted by the Reservation Expiration Deadline and prior to the interconnection inspection by Colorado Springs Utilities.

Section 1: Confirmation of reservation and project details

Self-explanatory

Section 2: Solar photovoltaic system and installation information update

If no changes were made, check the “NO” box and skip to Section 4. Check the “YES” box if changes were made to the System and indicate any changes in the information from the previously submitted NM/RR form. If more space is required to note changes, additional pages may be added to the IV form. Changes in equipment in the original NM/RR form may affect its eligibility and the amount of the rebate.

Section 3: Final Rebate Amount (only if changes were made from the approved reservation)

Using the updated information provided in Section 3 of the IV form, please fill in the appropriate blanks and calculate the following: (1) power output in AC watt of the installed System, (2) Installation Verification amount. 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 (www.gosolarcalifornia.org/equipment/pv_modules.php) and the List of Eligible Inverters (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 will be 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 readings (or similar device) taken by the Customer or installer at the physical location of the PV array installation and verified by Springs Utilities. Rebate rates may vary from year to year.

Section 4: Acceptance of Terms and Conditions

The Customer must always print and sign their name on the IV form. Enter the date of the signature. Valid electronic signatures are acceptable on the IV form.

Section 5: Next steps

Attachments to the IV form that must also be submitted before the claim will be processed include:

- A copy of the **final purchase and installation invoices**, itemized by component and/or service and price - The invoices must clearly identify the work that was done, and the amount paid, including quantity, make and model numbers of major equipment installed and the labor charge for the installation (if applicable). To meet this requirement the Customer may submit a copy of the final invoice(s) or a copy of the final contract(s) showing a zero (0) balance or the amount paid by the purchaser. Evidence of payment in US dollars is required for rebate eligibility. **Trades, barter, gifts, payments in-kind or any other non-monetary consideration will not be accepted.**

Please complete this Installation Verification form, attach the above required documents, 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
Fax to: 719.668.2510

Remittance of the approved rebate payment will be in the form of a check made out to the Customer or their Assignee to the address indicated on the RR form. Customers can expect to receive the check within six to eight weeks after the date the IV form was submitted.

Note: *The System must be completed, and the Installation Verification submitted with the appropriate documentation by the reservation expiration deadline or the reservation will expire. This reservation is non-transferable. The System must be installed at the installation address and sold to the customer named below.*

2018 RENEWABLE ENERGY PHOTOVOLTAICS Installation Verification Form

1. CONFIRMATION OF RESERVATION AND PROJECT DETAILS

Account Name: _____
(as it appears on your utility bill)

Installation Address: _____ City: _____ Zip: _____

Approved Reservation (from approval letter) \$ _____ Reservation Expiration (from approval letter) _____
((\$0 if no rebate) (date)

Labor Cost, design and installation (without rebate) \$ _____ Total installed cost (without rebate) \$ _____

2. SOLAR PHOTOVOLTAIC (system) AND INSTALLATION INFORMATION UPDATE

Has any of the information below changed since your application was approved? **YES** **NO (Skip to Section 4)**

Has battery storage been integrated as part of the system changes? **YES** **NO**

If **YES**, Total Size _____ kWh and Maximum Capacity _____ kW

PV Module Manufacturer _____ PV Module Model Number _____

PTC Module Wattage Rating (from gosolarcalifornia list) _____ **(A)**

PV Inverter Manufacturer _____ PV Inverter Model Number _____ # Inverters _____

	Array 1	Array 2	Array 3	Array 4	Array 5	Array 6
(B) Number of modules installed:						
Module orientation (S, SE, SW, E, W):						
Module tilt (round to table numbers):						
(C) Orientation and tilt de-rating factor (table below) a:						
(D) Annual unshaded % b:						
Inverter Model (if different across arrays)						
(E) Inverter Efficiency Rating						
AC Watts output (Product of A.B.C.D.E.)						

Notes on AC watt calculation:

a De-rating factor for combinations of orientation and tilt are found in the table below.

b De-rating factor for shading is provided by Solar Pathfinder (or similar device) readings taken at the installation site.

	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

3. FINAL REBATE AMOUNT (ONLY IF CHANGES HAVE BEEN MADE FROM APPROVED RESERVATION)

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 (\$)
Total		X \$0.25	



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4. ACCEPTANCE OF TERMS AND CONDITIONS

Customer is required to initial all pages of this claim form and sign below, which certifies under penalty of perjury that the following statements are true and correct to the best of the Customer's knowledge:

1. A System meeting the terms and condition of Springs Utilities' Renewable Energy Rebate Program has been installed at the premise.
2. The rated electrical output (AC Watts) and physical location of the System are as stated in the Reservation Request form, or as modified in Sections 3 and 4 of this form.
3. Except as noted in Sections 3 and 4 above, there were no changes to the information regarding the manufacturer, installer, System, installation location, or price from that information provided in the Reservation Request form.
4. The Customer understands that, if the System fails to remain interconnected and operations within Springs Utilities' service territory for a minimum of five (5) years, the Customer will be billed the rebate payment amount.

Print Customer name: _____

SIGNATURE REQUIRED: _____ **Date:** _____

5. NEXT STEPS

Please attach the following documentation to this Installation Verification form:

- Copy of the final purchase and installation invoices or receipts, itemized by component and/or service and price.

Please complete this Installation Verification form, attach the above-required documents, 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
 Fax to: 719.668.2510