



2018 PHOTOVOLTAIC NET METERING Requirements and Application Process Sheet

10kWAC Max Residential System Size. 100kWAC Max Commercial System Size for Rebated Systems (for larger systems, the remainder over 100kW will be net metered only).

- Systems shall be designed to produce no more than 120% of a customer's last 12-month usage. For homes with partial-year or no usage history, an average 12-month usage based on partial-year billing history, or 120% of 7,800kWh (residential) may be used to determine max system sizing, whichever is largest.
- Size considerations may be made, case by case, and at Colorado Springs Utilities sole discretion, for new construction, electric vehicle additions, or other significant alterations. Proof of purchase, deposit, or permit will be required.

Photovoltaic Application Process Checklist

Section 1: Required Application Documentation

- Utility Approval Review Package (Please include the following – you may submit as one file)
 - Floor/Site Plan
 - One Line Diagram
 - Equipment Specification Sheets
 - Picture of Existing Meter
- Shading Analysis
- Proof of Contract
- Net Metering/Rebate Reservation Application (NM/RR) (Please include the following)
 - Net Metering/Rebate Reservation Application Form (only include the following if requesting a rebate)
 - Affidavit of Legal Residency
 - Copy of a Valid Photo ID
 - IRS Form W-9
- Interconnection Agreement (IA) (Exhibit A is the Utility Approval Review Package. Do not complete Exhibit B – for Utilities Personnel only)

Section 2: Completion Documentation

- Installation Verification Form (IV)
- Final Invoice or Receipts

Section 3: Interconnection

- Scheduling Interconnection
- Interconnection

Section 4: Final Steps

- Rebate Payment
- Electing Rollover Credits

The following pages provide details about each checklist requirement for Renewable Energy Photovoltaic Net Metering and Rebate Applications.

Renewable Energy Photovoltaic Net Metering and Rebate Requirement and Process Details

Section 1: Required Application Documentation

Please attach the following required documentation for your Reservation Application to renewables@csu.org. Please always attach W-9 and Photo ID as separate files from other submission documents to protect personal identifier information:

- **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). *All metering and disconnect equipment must be located adjacent to the billing meter.*
- Please note that only arrays with an azimuth between 90 degrees East and 270 degrees West will receive a rebate.

- **Line Diagram**

Electrical line drawing must show and label all DC and AC components, including current ratings and nameplate ratings.

- Show AC disconnect between inverter and CSU REC meter
- Show method of interconnection (Line Side Tap, Breaker Backfeed)
- Show inverter wired into load side of AC disconnect and CSU REC meter for residential single phase PV and wired into the line side for three phase applications.
- Show any battery storage included and method of disconnect
- Please refer to CSU Electric Line Extension & Service Standards pg D-28 for residential PV information, and pg D-29 for additional three phase line drawing information. https://www.csu.org/extrx/util_dev_svcs/svc_standards/electric/chapter/elc_standard_book.pdf. Please also refer to the PPRBD PV electrical requirements. https://www.pprbd.org/plancheck/Alternative_Energy_2013b.pdf.

- **Picture of Existing Meter**

Submit a wide-angle picture of the existing billing meter located at the residence to show meter style and height, location and surrounding of existing of meter. Installer is responsible for ensuring the meter meets current CSU standards for interconnection (see CSU Electric Line Extension & Service Standards).

- **Equipment Specification Sheets**

- Required for Panels and Inverter/s. Spec sheets may be included in the Utility Approval Review Package.
- For specification sheets that show multiple model numbers, please indicate which model is used.

- **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/program). If analysis of shade reading is done by hand, please show calculations. If roof spaces other than those applied for in the NM/RR are shown in the shading analysis report, please make a clear indication of which roof spaces correspond to which arrays in the application.

- **Proof of Contract**

Submit a copy of the installation contract between the installer and the customer.



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- **Net Metering/Rebate Reservation Application (NM/RR)**

The application is available for download at www.csu.org/pages/renewable-energy. Please read the application instructions carefully and fill out the application in its entirety:

 - Section 1: Customer information
 - Section 2: Designer/installer information
 - Section 3: Solar photovoltaic system and installation information
 - Section 4: Rebate request
- **Affidavit of Legal Residency**

The Affidavit is attached to the Rebate Reservation Application at the bottom. 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.
- **Copy of a Valid Photo ID**

The photo ID must be current and match the customer listed on the CSU billing account. ***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). For military personnel with out of state ID, please accompany the out of state ID with a copy of the customer's homeowner's insurance or statement attesting Military ID was verified.*
- **Interconnection Agreement (IA)**

The Interconnection Agreement is available for download at www.csu.org/pages/renewable-energy. **Please complete this application in full, providing all requested information. Exhibit A is Utility Approval Review Package. Do not complete Exhibit B.** The address and billing account in the Interconnection Agreement must match the address and billing account 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>.

Section 2: Completion Documentation

Once the system has been installed, and all inspections have been passed, please email the following documentation to renewables@csu.org:

- **Installation Verification Form (IV)**

This document's main purpose is to verify that the installed system matches the system specifications submitted for net metering approval. If any changes were made due to material availability, Regional Building Department requirements, or any other reason, the Installation Verification Form provides an opportunity to update the customer's application to reflect the "as built" system. Please note that if the customer requested a rebate, changes made to the system will generally influence the approved customer rebate. The IV is available for download at: www.csu.org/pages/renewable-energy.

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- **Final Invoice**
To pay the customer a rebate, Colorado Springs Utilities must obtain proof that the system was paid for by the customer. If the customer is requesting a rebate, please submit a copy of the invoices sent to the customer for final payment. Some installers may choose to collect final payment from the customer after interconnection with Colorado Springs Utilities. In this case, please submit a copy of the final invoice that you will send to the customer.

Section 3: Interconnection

- **Scheduling Interconnection**
After the PV system has been inspected by the Regional Building Department, PPRBD sends our Quality Control Department (QC) a notification of permission to interconnect. CSU will then reach out to the installer to schedule a time for meter replacement at the customer's premise. *Both the customer and a tech from the installation company must be present at the interconnection appointment.*
- **Interconnection**
The day that the Billing Meter is replaced by a new Net Meter at the customer's premise, the QC Department will sign and submit Exhibit B of the Interconnection Application to the Renewable Energy Program Manager. The Date on Exhibit B is the customer's official date of interconnection (placed in service), for purposes of documentation. Installers who need documentation of interconnection to submit to lenders for their final progress payment should expect a 5-10 business day turn around on Exhibit B forms, after the interconnection appointment. Exhibit B forms will be sent to installers upon request.

Section 4: Final Steps

- **Rebate Payment**
5-10 business days after interconnection, the Renewable Energy Program Manager will receive Exhibit B signed from the QC Department. Once Exhibit B is received, the Renewable Energy Program Manager will assign the approved rebate to be paid to the customer or assigned 3rd party the following month. Customers requesting a rebate can expect to receive their rebate payment from CSU within 60 days of interconnection.
- **Electing Rollover Credits**
Customers may, at any time, make a one-time election to rollover excess net metering credits on an annual basis (See Net Metering Rollover Form). The default is annual reconciliation. www.csu.org/pages/renewable-energy.

Call 719-668-8509 or email renewables@csu.org for more information.