



2018 PHOTOVOLTAIC System Net Metering/Rebate Reservation Application

The Colorado Springs Utilities (“Springs Utilities”) Net Metering/Reservation Request (“NM/RR”) form is used to apply for net metering and request a rebate reservation for a solar photovoltaic system (System) under the Renewable Energy Rebate Program (“RERP”) or Non-Rebate Net Metering Program. The form specifies information about the System to be installed to: (1) validate that the System meets program requirements, and (2) estimate the rebate payment, if requested. Springs Utilities will review and approve or deny NM/RR forms submitted on a first-come, first-served basis. If the NM/RR form is approved, a Reservation Confirmation letter will be emailed to the installer and Pikes Peak Regional Building Department, and an approval letter will be mailed to the customer. If the NM/RR form is denied, a denial email indicating the reason for denial will be emailed to the Customer. Reservations are non-transferable and subject to availability of funds for the RERP. If a rebate is requested and funds are not available, submitted NM/RR forms will be placed on a Wait List in the order they were received, or will be approved for Non-Rebate Net Metering, upon request from the Customer. 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 NM/RR form, if they wish to receive a rebate. 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 Request form by the Installation Deadline. Time Extension forms will be reviewed and approved or denied at Springs Utilities’ sole discretion.

Customers or Installers can expect to receive a PV Install Confirmation or a Denial email within ten (10) business days of Springs Utilities receiving the completed NM/RR form and additional required documentation. This email should be used for permitting purposes at Pikes Peak Regional Building Department. Once the NM/RR form is approved, a Reservation Confirmation letter will also be issued within thirty (30) days.

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.

Customer must provide all requested information and indicate whether they are an existing Solar Garden customer.

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

Complete all specification fields describing the solar system. Material details and PTC ratings can be found at <http://gosolarcalifornia.org/equipment>. All fields must be completed for processing the Rebate Reservation form.

Section 4: Rebate request

Use the information provided in Section 3 of the Rebate Reservation form to determine the expected rebate value. Rebate value is an estimate and will need to be verified by Utilities and will depend on the per watt rebate value offered at the time the system is interconnected

Third Party Payment Information

Customer completes this section and signs, only if they want to assign the rebate to their installer/third party.

Acceptance or Terms and Conditions

A signature and date is required of all applicants.

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.



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APPLICATION SUBMISSION

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, attach the required supporting documentation, 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

1. CUSTOMER INFORMATION

Utility Account # _____ Account Name: _____
(for the 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 check one) YES NO

I grant permission to be notified by email of other CSU programs (please check one) YES NO

2. DESIGNER/INSTALLER INFORMATION

Please check one: Contractor (Company): _____ OR Self (customer)

Representative: _____ Email: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Contact Phone: _____

3. SOLAR PHOTOVOLTAIC (system) AND INSTALLATION INFORMATION (Please include specification sheets with submission package)

1. **Service voltage** (check one): Residential 120/240 120/208
Commercial 120/240 120/208 277/480 Other _____

2. Will this system have **battery storage**? (please check one): YES NO

3. If YES, Total Size _____ kWh and Maximum Capacity _____ kW

PV System Information:

Customer initials _____ Installer Initials _____



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PV Module Manufacturer _____ PV Module Model Number _____

PTC Module Wattage Rating (from <http://gosolarcalifornia.org/equipment> list) _____ (A)

PV Inverter Manufacturer _____ PV Inverter Model Number(s) _____ # 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

4. REBATE REQUEST

Is the Customer requesting a RERP Rebate as part of this Net Metering Application? *See Section 10 of Terms and Conditions.*

Rebate Requested (please check one): YES NO

If YES, 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			
5			
6		Rebate per AC watt	Rebate Requested
Total		X \$0.25	

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** – Applications will be accepted throughout the calendar year. Rebates will be paid per the rebate value offered in the calendar year of interconnection. Systems interconnected prior to this calendar year do not qualify for a rebate.

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 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) 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 Net Metering/Rebate Reservation Application 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) to receive a rebate;
- d) installed at a site that is more than fifty (50) percent shaded on an annual basis to receive a rebate.

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.**

5. **Required documentation and Submittal Deadlines:**

Incomplete Reservation Request form(s) or those lacking the additional required documentation (listed in Net Metering Checklist) will be denied. Incomplete Installation Verification form(s) or those lacking the additional required documentation (listed in Net Metering Checklist) will be denied. Invoice(s) or receipts must be itemized and include date of purchase, purchase price and quantity purchased. Installation Verification 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 rebate 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



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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:

Spring 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, if a rebate is requested, 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. *Assigning Environmental Attributes to Utilities in exchange for a rebate does not affect Customer Net Metering. Customers may elect to net meter with Utilities without requesting a rebate if it is necessary to retain RECs or other Environmental Attributes from the Renewable Energy Project.*

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 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.



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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 (only if requesting rebate and assigning rebate payment to installer/3rd party)

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) (Customer)

ACCEPTANCE OF TERMS AND CONDITIONS (required for all)

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 (required if requesting a rebate)

I swear/affirm under penalty of perjury under the laws of the State of Colorado that I am:

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

**** INCLUDE A CURRENT COPY OF YOUR PHOTO ID ****

Signature Required: _____ **Date:** _____ Utility Employee Verification _____

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.