

# GET THE GREEN BACK



# RESERVATION REQUEST FORM



## 2009 Renewable Energy Rebate Program for Photovoltaics

### 1. Customer information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing address (if different from address): \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Installation address (if different from address): \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Colorado Springs Utilities electric account number (for installation address): \_\_\_\_\_

### 2. Designer/installer information

Please check one:  Contractor or  Self (Customer)

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Fax: \_\_\_\_\_

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

Primary contact for questions/correspondence:  Contractor or  Customer

### 3. Solar photovoltaic (System) and installation information

#### SYSTEM 1

#### SYSTEM 2

PV module manufacturer: \_\_\_\_\_

PV module model number: \_\_\_\_\_

CEC PTC rating (module): \_\_\_\_\_

Number of modules installed: \_\_\_\_\_

Module orientation (S, SE, SW, E, W): \_\_\_\_\_

Module tilt: \_\_\_\_\_

Annual shade (%): \_\_\_\_\_

Inverter manufacturer: \_\_\_\_\_

Inverter model number: \_\_\_\_\_

Inverter power rating (DC watts): \_\_\_\_\_

CEC 75% load efficiency (inverter): \_\_\_\_\_

Number of inverters installed: \_\_\_\_\_

Will the inverter(s) be connected

to all phases supplied by Springs Utilities? \_\_\_\_\_

Is this a 120 volt converter? \_\_\_\_\_

Phases present (1, 2 or 3): \_\_\_\_\_

Total System output (DC watts): \_\_\_\_\_

Physical location on the premises of the following (written descriptions), or attach a one-line electrical diagram:

• PV Array \_\_\_\_\_

• Inverter \_\_\_\_\_

• External AC disconnect \_\_\_\_\_

# RENEWABLE ENERGY REBATE PROGRAM FOR PHOTOVOLTAICS

## 4. Rebate request

Please fill in values and calculate expected output in AC watts:

$$\frac{\text{_____}}{\text{(No. of modules)}} \times \frac{\text{_____}}{\text{(CEC PTC module rating)}} \times \frac{\text{_____}}{\text{(Inverter efficiency)}} \times \frac{\text{_____}}{\text{(Orientation and tilt a)}} \times \frac{\text{_____}}{\text{(Shading b)}} = \frac{\text{_____}}{\text{(AC watts)}}$$

Please fill in values and calculate Rebate Request:

$$\frac{\text{_____}}{\text{(AC watts)}} \times \$3.75 \text{ per AC watt} = \$ \frac{\text{_____}}{\text{(Rebate request)}}$$

### 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 readings taken at the installation site.

De-rating Factor		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	0.6
	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

## 5. Where did you hear about the Renewable Energy Rebate program?

- |   |   |
|---|---|
| <input type="checkbox"/> Colorado Springs Utilities web site (www.csu.org)<br><input type="checkbox"/> Family/friend<br><input type="checkbox"/> Bill insert/newsletter<br><input type="checkbox"/> Colorado Springs Utilities employee | <input type="checkbox"/> Direct mailing<br><input type="checkbox"/> Media (newspaper, radio, TV, etc.)<br><input type="checkbox"/> Other: _____ |
|---|---|

## 6. Next steps

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

- Signed Interconnection Agreement for Renewable Energy Net Metering (Photovoltaics)
- Completed IRS Form W-9 (Request for Taxpayer Identification Number), available for download at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Affidavit of Lawful Presence in the United States and copy of applicable identification. (Applies only to sole proprietorship, for business participants)

Please complete this RR form, read the Program Terms and Conditions below and sign the Certification, attach the required IRS Form W-9, attach the required Affidavit of Lawful Presence in the U.S. and required identification (if applicable), and submit by mail to:

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

For details on this program please, visit [www.csu.org](http://www.csu.org) or call 448-4800 for more information.

*For Colorado Springs Utilities Use Only*

### AC Watt Calculation:

$$\frac{\text{_____}}{\text{(1. No. of modules)}} \times \frac{\text{_____}}{\text{(2. CEC PTC module rating)}} \times \frac{\text{_____}}{\text{(3. Inverter efficiency)}} \times \frac{\text{_____}}{\text{(4. Orientation and tilt)}} \times \frac{\text{_____}}{\text{(5. Shading)}} = \frac{\text{_____}}{\text{(6. AC watts)}}$$

### Estimated Rebate Payment:

$$\frac{\text{_____}}{\text{(6. AC watts)}} \times \$3.75 \text{ per AC watt} = \$ \frac{\text{_____}}{\text{(7. Estimated rebate payment)}}$$

### Supply Information:

\_\_\_\_\_ (Feeder) \_\_\_\_\_ (Transformer size)

Reservation number: \_\_\_\_\_ Reservation expiration date: \_\_\_\_\_

# RENEWABLE ENERGY REBATE PROGRAM

## Instruction for the Reservation Request Form

The Colorado 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 in order to: (1) validate that the System meets RERP program requirements, and (2) estimate the rebate payment. Colorado 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 follow together with a copy of the approved RR form. 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 30 days (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 date the Reservation Confirmation letter is mailed. Customers have 90 days to complete the installation and submit a Rebate Claim (RC) form and any additional required documentation. 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, postmarked by the TE Deadline. TE forms will be reviewed and approved or denied at Colorado Springs Utilities' sole discretion.

### Section 1. Customer information

Self-explanatory. "Customer" is defined as a Colorado Springs Utilities customer participating in the RERP. "System" is defined as 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 (Photovoltaics).

### 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/pvmodule.php> and the List of Eligible Inverters found at <http://www.gosolarcalifornia.org/equipment/inverter.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 instrument.) Provide the name of the inverter manufacturer, the inverter module number, the power rating in watts, the inverter efficiency at 75% 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." Provide the total System wattage in DC Watts (using PTC rating). Provide an adequate, complete, and legible written description of the physical locations on the premises of the PV array, inverter, and external AC disconnect, or provide a one-line electrical diagram.

\* 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 87%-92% of the Standard Test Condition (STC) rating provided by the module manufacturer. A typical decrease in power output is approximately 12% for crystalline-based solar modules.

# RENEWABLE ENERGY REBATE PROGRAM

## Instruction for the Reservation Request Form

### 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 75% load can be found at the List of Eligible Photovoltaic Modules (<http://www.gosolarcalifornia.org/equipment/pvmodule.php>) and the List of Eligible Inverters (<http://www.gosolarcalifornia.org/equipment/inverter.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 38 degrees latitude. De-rating factor for shading is provided by Solar Pathfinder 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. Where did you hear about the Renewable Energy Rebate Program?

Check one or more.

### Section 6. Next steps

Please complete this RR form, read the Program Terms and Conditions below and sign the Certification, attach the required IRS Form W-9, attach the required Affidavit of Lawful Presence in the U.S. and required identification (if applicable), and submit by mail to:

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

Please attach the following required documentation:

- A signed Interconnection Agreement
- IRS Form W-9

#### Interconnection Agreement:

The Interconnection Agreement is available for download at [www.csu.org/residential/rebates/renew\\_rebate/index.html](http://www.csu.org/residential/rebates/renew_rebate/index.html) 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 Colorado Springs Utilities to have in its possession a properly completed 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. IRS forms can be downloaded at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

#### Affidavit of Lawful Presence in the United States

- Colorado Revised Statute 24-76.5-101 et.seq. requires a natural person eighteen 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 business customers that are sole proprietorships.

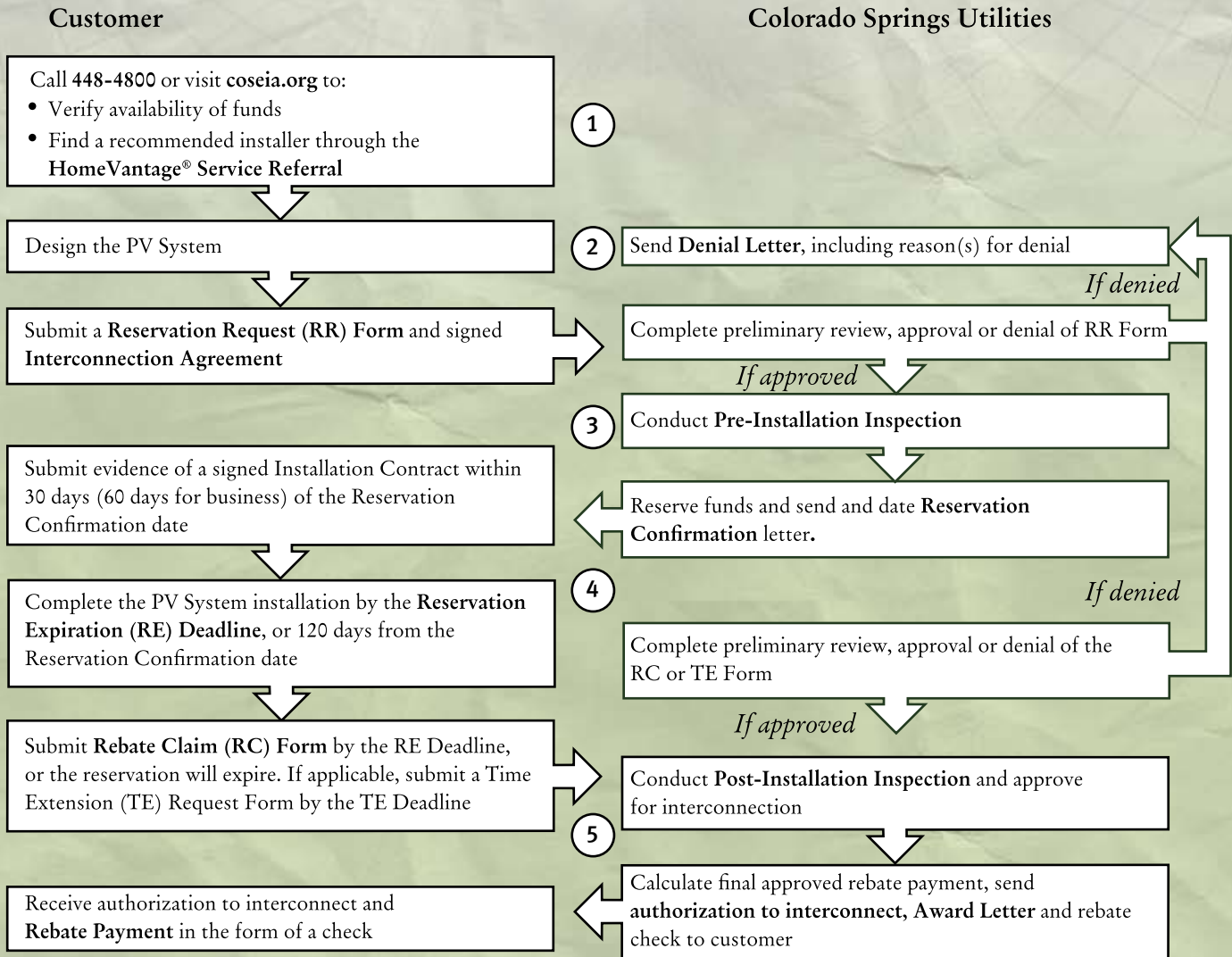
Please complete this RR form, read the Program Terms and Conditions below and sign the Certification, attach the required Interconnection Agreement and IRS Form W-9, and submit by mail to:

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

Customers can expect to receive a request to schedule a Pre-Installation Inspection or a Denial Letter within ten (10) business days of Colorado 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 Colorado Springs Utilities receiving the completed RR form.

# RENEWABLE ENERGY REBATE PROGRAM

## RERP Process Flow



# RENEWABLE ENERGY REBATE PROGRAM

## Program Terms and Conditions

### 1. Definitions:

- a. **Customer** – An individual or business that purchases retail electric service on a residential, commercial or industrial tariff from Colorado Springs Utilities, participates in the Renewable Energy Rebate Program (RERP) for Photovoltaics, owns the installation premise, and maintains Colorado Springs Utilities electric account(s) that are current and non-delinquent.
- b. **Interconnection Agreement** – An Interconnection Agreement for Renewable Energy Net Metering (Photovoltaics)
- c. **System** – A solar photovoltaic system 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 on a monthly basis at Colorado 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
Installation Contract	Installation Contract Deadline	30 days (60 days for business) from the Reservation Confirmation Date
Rebate Claim (RC) Form	Reservation Expiration Deadline	120 days from the Reservation Confirmation Date
Time Extension (TE) Request Form (if applicable)	TE Deadline	120 days from the Reservation Confirmation Date (i.e. Reservation Expiration Date)

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

- a. Be included in the List of Eligible Photovoltaic Modules found at <http://gosolarcalifornia.org/equipment/pvmodule.php> and the List of Eligible Inverters found at <http://gosolarcalifornia.org/equipment/inverter.php>.
- b. Be interconnected with Colorado 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 Colorado 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 twenty-five (25) kilowatts for business.
- f. Be for personal use only, NOT FOR RESALE.
- g. Be new equipment.
- h. Be purchased and installed from Jan. 1 to Dec. 31, 2009.
- 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.
  - i. **System** – five (5) years against defects in workmanship. Installer must provide warranty, unless System installed by Customer.
  - ii. **Inverter** – five (5) years against manufacturer defects. Manufacturer must provide warranty.
  - iii. **PV modules** – twenty (20) years against degradation of performance below 80% of original output under standard test conditions (STC). Manufacturer must provide warranty.

### 3. Qualifying Systems must not:

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

# RENEWABLE ENERGY REBATE PROGRAM

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## Program Terms and Conditions

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 one per premise every three years.**
5. **Required documentation and Submittal Deadlines** – Incomplete Reservation Request form(s) or those lacking (1) a signed Interconnection Agreement, and (2) a completed IRS Form W-9 will be denied. Incomplete Rebate Claim form(s) or those lacking (1) an approved copy and final sign-off of the building permit for the installation and (2) a copy of the final purchase and installation invoices 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 postmarked 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, postmarked by the TE Deadline. TE forms will be reviewed and approved or denied at Colorado Springs Utilities' sole discretion. 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 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 inspection process as required by local jurisdiction. Colorado Springs Utilities requires the Customer to submit proof of appropriate City/County/State building permit for System installation prior to issuing rebate payment.
7. Customer agrees that Colorado Springs Utilities reserves the right to inspect the installation premise at any time or request additional documentation prior to issuing a rebate payment.
8. **Colorado Springs Utilities is not a party** – The Customer understands and agrees that Colorado 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 Colorado 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 Colorado 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 Colorado Springs Utilities.
9. **Disclaimer of warranties** – Colorado 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. Colorado Springs Utilities is not liable or responsible for any act or omission of any contractor whatsoever.
10. In consideration of the RERP and as stated within Colorado 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 Colorado Springs Utilities. Colorado Springs Utilities may report or register ownership of the environmental attributes with any entity.
11. Customer agrees that Colorado Springs Utilities reserves the right to deny an application if the proposed PV System would require modification to existing Springs Utilities facilities or equipment.

# RENEWABLE ENERGY REBATE PROGRAM

## Program Terms and Conditions

12. This RERP is subject to change and/or discontinuation without notice.
13. Systems installed under this program are intended to offset part of a Customer's annual electrical needs at the installation site.
14. **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 Colorado 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: \_\_\_\_\_

Customer Initials (Required): \_\_\_\_\_

15. **Qualifying Systems must remain interconnected to Colorado 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 Colorado Springs Utilities. If the Qualifying System does not remain interconnected and operational for the minimum 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 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 Colorado Springs Utilities.
16. **Certification** – By signing this certification the Customer 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 Colorado Springs Utilities' service territory for a minimum of five (5) years, the Customer will be billed the rebate payment amount.

Print Customer's Name: \_\_\_\_\_

Customer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Address: \_\_\_\_\_

Installation Address: \_\_\_\_\_

# AFFIDAVIT OF LAWFUL PRESENCE IN THE UNITED STATES

This form is required for all residential applicants and sole proprietors in compliance with Colorado House Bill 06S-1023.

I \_\_\_\_\_ (print name legibly), swear or 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 not a United States citizen, but I am a Permanent Resident of the United States; or
- I am not a United States citizen, but I am lawfully present in the United States pursuant to Federal law.

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. 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.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

ATTACH A COPY OF APPLICABLE IDENTIFICATION TO THIS AFFIDAVIT.  
(See below for a list of acceptable forms of ID.)

*Note: Upon verification of applicant's identification, the attached copy will be destroyed.*

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(Do not write in this section. Colorado Springs Utilities will complete this section.)

I \_\_\_\_\_ (printed name), an employee of Colorado Springs Utilities, verified the above named applicant's proof of lawful presence in the United States in accordance with Colorado law. The applicant provided the following evidence of lawful presence in the United States:

- |   |  |
|---|--|
| <input type="checkbox"/> Colorado Driver's License              | <input type="checkbox"/> Colorado Identification Card                |
| <input type="checkbox"/> U.S. Military Identification Card      | <input type="checkbox"/> U.S. Military Dependent Identification Card |
| <input type="checkbox"/> U.S. Coast Guard Merchant Mariner Card | <input type="checkbox"/> Native American Tribal Document             |
| I.D. Number: _____  | I.D. Expiration Date: _____  |

Colorado Springs Utilities Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

If the above named applicant's lawful presence is required by law to be verified through the SAVE Program, such verification was attempted on \_\_\_\_\_ by \_\_\_\_\_. Verification was finalized on \_\_\_\_\_ by \_\_\_\_\_.

*Note: Attach copy of all verification documents.*