2012 NON-RESIDENTIAL
SOLAR DAYLIGHTING SYSTEM
UP FRONT INCENTIVE RESERVATION APPLICATION INSTRUCTIONS

NOTE: INCENTIVES ARE AWARDED ON A COMPETITIVE BASIS. SUBMITTING YOUR RESERVATION APPLICATION DOES NOT GUARANTEE PROJECT FUNDING.

Instructions for submitting Reservation Application:

1. **Complete and submit a Reservation Packet. The reservation packet consists of:**
   - Copy of a contract with Installer or Developer executed by both customer and Installer or Developer for the installation of the System (application will not be accepted without this documentation)
   - A quote from your installer providing itemized cost for the system
   - A completed and signed Reservation Application

   The Reservation Packet must be submitted electronically to **commercial-incentives@aps.com**.

APS will not accept incomplete applications. Please note:

- APS is not responsible for applications not received due to an undeliverable email address
- A reservation application will not be accepted unless it is signed by the APS customer of record
- A reservation application must be received by the nomination period deadline (which ends the last day of the nomination month)

2. **Receive Reservation Confirmation**

   Funding for up-front incentives will be equally divided into six bi-monthly allocation periods and will be reserved for projects on a competitive basis. Please see the decision process on the APS website at www.aps.com/gosolar.

   Please note that at the end of the nomination period, you will only be notified **if your reservation application is approved for funding**. If approved, you will also receive a Credit Purchase Agreement which must be signed and returned to APS within 45 days. Once the funding process is complete, the ranking score of the last accepted project will be posted on a link listed on the first page of our website at www.aps.com/gosolar. This posting will typically occur within 14 days of the close of the nomination period.

   If your application is not approved in the current funding nomination period, unless you request it to be withdrawn, the application will automatically roll over to the next nomination period "as is" during the current calendar year. You may also submit an updated application, clearly marked "REVISED" on page 1 of the application.

   If your reservation application is not approved for funding, and you choose to proceed with the installation, please note your equipment can only be considered "new" and eligible for an incentive for up to six months from the commissioning date of the system. Systems over six months old are not eligible under the APS incentive program.

   Important Note:
   If any information provided on the Incentive Application changes, please submit a signed amended incentive reservation application to APS at **commercial-incentives@aps.com**.

3. **Proof of Advancement**

   As part of the Proof of Project Advancement, an Energy Savings & Designed Output (ES&D) report is required based on the technology. Proof of Project Advancement includes, at a minimum, applicable municipal permits, design drawings, and commitments to procure system equipment.

4. **Proceed with installation and obtain necessary municipal clearances.** (Typically your equipment dealer /installer will assist you in obtaining any necessary clearances).

5. **Request Incentive Payment.**
   Please submit the following so that an incentive payment can be issued:
   - Installation and Commissioning Certificate signed by both the dealer and the installer
   - Copy of PAID invoice confirming final System purchase price, payment (paid in full, less any assigned APS incentive payment), and installation by an Arizona licensed contractor
   - Copy of green tag / city clearance (or letter in lieu if applicable)
   - Please include the project reservation # in your email when submitting these final documents, as not supplying the reservation # can cause significant time delays

Submit all program documents to: commercial-incentives@aps.com

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UP FRONT INCENTIVE RESERVATION APPLICATION

This program is funded by APS customers and approved by the Arizona Corporation Commission

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Is this a revision of a previously submitted reservation application? ❑ Yes ❑ No

In order to qualify for an up-front incentive, the total incentive cannot exceed $75,000. Projects exceeding this limit may apply for funding using our Production Based incentive program application.

RESERVATION APPLICATION

APS Customer Name_____
(This should match customer name as shown on APS bill for this location. If the name you want is different than what APS has in our system, please contact the APS customer care center at 602-371-7171 and make the account name change PRIOR to submitting the reservation application).

Installation Address _____
(The System must be installed at the same address where the customer's meter is located, and cannot be separated by private or public property or right of way).

Is the property: ❑ Owned ❑ Leased
If leased, a Landlord-Tenant rider will be required and must be submitted with the application (located at www.aps.com/solarforms). A copy of the lease agreement will also be required.

APS Account Number * _____ Meter Number * (6 digits) _____
(Meter Number associated with installation address)

Do you currently have another renewable energy system interconnected to the meter at this location? ❑ Yes ❑ No
If Yes:
Date of Installation _____
System Size _____
Type: ___ PV ___Geothermal ___Solar Thermal ___Other
Is this a system expansion? ❑ Yes ❑ No

*If there is currently no electrical service at the installation site, please leave account and meter number blank and check here. ❑

APS CUSTOMER CONTACT INFORMATION (Please Note: installer/dealer contact information requested on next page)

APS Customer Contact Name _____ Email: _____

Business Phone _____ Alternate Phone _____

Fax Number _____

Mailing Address _____
(No P.O. Boxes, please – must be able to receive FedEx deliveries at this address)

(1.1.12)

Is the Customer a dealer or manufacturer of any of the components proposed in the qualifying system? ❑ Yes ❑ No

If customer is a dealer or a manufacturer of the system components, system costs are limited to actual costs rather than retail.

INSTALLER INFORMATION

Installer Name (please supply full legal name) _____

Contact Name _____ Email _____

Telephone _____ Fax _____

Mailing Address _____

Installer's Arizona Registrar of Contractors (AZROC) License Information

Number _____ Class _____ Expiration _____

EQUIPMENT DEALER INFORMATION (If same as installer, check here❑)

Dealer Name (please supply full legal name) _____

Contact Name _____ Email _____

Telephone _____ Fax _____

Mailing Address _____

Dealer's Arizona Registrar of Contractors (AZROC) License Information

Number _____ Class _____ Expiration _____

SYSTEM OWNER INFORMATION (if different than customer)

Company Name (please supply full legal name) _____

Contact Name _____ Email _____

Telephone _____ Fax _____

Mailing Address _____

BY ITS SIGNATURE BELOW, SYSTEM OWNER CERTIFIES THAT, PURSUANT TO A LEASE AGREEMENT OR OTHERWISE, ANY AND ALL RENEWABLE ENERGY CREDITS PRODUCED BY THE SYSTEM SHALL BE OWNED BY APS AND THE SYSTEM OWNER SHALL CLAIM NO RIGHT OR TITLE TO, NOR ANY INTEREST IN, SUCH CREDITS.

Name_____ Title_____

Signature_____ Date_____

SYSTEM INFORMATION [Please contact your dealer/installer if unsure of the information to provide in this section]

Estimated Installation Date _____

(For Up Front Incentives, the system must be installed within 180 days from date of reservation. Allowing for engineering, permitting and interconnection approvals, what is the realistic estimated date of installation?)

Estimated First-Year Annual kWh Savings _____

IF YOUR RESERVATION IS APPROVED, YOU WILL BE REQUIRED TO SUBMIT AN ENERGY SAVINGS AND DESIGNED OUTPUT ("ES&D") REPORT.

The ES&D report must include either a testing certification for a substantially similar system prepared by a publicly funded laboratory, or an engineering report stamped by a registered professional engineer. The ES&D report shall provide a description of the system and major components, designed performance, system output and the report shall identify applicable standards and/or codes used in system design and a brief history of the components used in similar applications. If the system design differs from the recognized industry best practices, as described in the equipment qualifications listed in the Plan for the qualifying technology, the ES&D report must contain a certification that the system design is at least as effective as the specified requirements. This documentation should be preceded by an executive summary outlining supporting documentation including, but not be limited to, the following:

- System Design, Process and Instrument Diagram(s) & One-line Diagram(s)
- Designed System/Component Life Expectancy and Maintenance Interval Requirements
- Resource Content, Quality, Forecasted Availability of Supply
- Site plan and Site Elevation
- Savings Estimates (kW & kWhs)
- Native Load / Energy Usage Impact: Load Reduction / Savings and/ or Net Exporter to Utility
- Verification of Design Compliance to APS's Distributed Energy Administration Plan's Equipment Qualifications Specifications and, if applicable, APS's Interconnection Requirements for Distributed Generation

INCENTIVE REQUEST

Up-front incentives are competitively awarded but are limited to:

- up to $0.18/first year's kWh savings based on the ES&D
- 40% of the qualified system cost
- a total payment of $75,000.00

Incentive Amount Requested: Estimated First Year's Kilowatt-Hour Equivalent Conversion (BTU Rating/3,412) _____ x up to $0.18/kWh = _____

The following information is REQUIRED to process your application and verify your UFI Ranking Score:

1. Copy of a contract with Installer or Developer executed by both customer and Installer or Developer for the installation of the System (application will not be accepted without this documentation)
2. UFI Ranking Score (please attach ranking sheet): _____

(UFI Ranking Calculator and current non-residential ranking scores can be found at www.aps.com/gosolar)

TOTAL PROJECT COST

Total APS incentive payments are limited to 40 percent of your Total Project Cost, if applicable

Est. system and installation cost _____ + Est. financing cost* _____ = Est. Total Project Cost** _____

*Financing cost is limited to actual financing cost up to Prime + 5 % and will be validated upon System installation.
**Total Project Cost may include eligible financing, if applicable.

Above Total Project Cost x 40% = _____ incentive payment cap

PAYMENT TO THIRD PARTY

Any request for APS to issue the incentive payment to a third party shall be made on the Installation Certification form and shall be subject to the terms and conditions stated therein.

Have you provided the required attachments?

- ❑ Copy of a contract with Installer or Developer executed by both customer and Installer or Developer for the installation of the System (application will not be accepted without this documentation)
  NOTE: Installation contracts made contingent upon APS funding are also acceptable
- ❑ Ranking score calculation sheet
- ❑ A written system description
- ❑ A quote from your installer which includes an itemized list of system components
- ❑ W-9 for owner of the system
- ❑ If applicable, a Landlord-Tenant Rider AND a copy of lease agreement
  NOTE: The lease agreement must specifically state that Customer will retain ownership of the Renewable Energy Credits (RECs). Exhibit A to the Credit Purchase Agreement (CPA) requires Customer to be the sole owner of the RECs.

If your reservation is approved, please note the following timelines:

1. **Your signed Credit Purchase Agreement must be returned to APS within 45 days of reservation date.**
2. **Submittal of a detailed Energy Savings & Design Output Report (ES&D) within 60 days of reservation date**
3. **A progress update is required at 90 days from reservation date, including:**
   a. **Status of any changes to ES&D**
   b. **Local permitting applications when applicable**
   c. **Equipment orders**
4. **System must be installed within 180 days from reservation date.**

Projects not meeting timelines may be cancelled. If extenuating circumstances exist, you may request consideration for an extension by contacting APS at commercial-incentives@aps.com. If your project requires outside financing, it should be secured at the beginning of the application process. Please note that extensions will not be granted for lack of secured financing.

This Reservation Request and any attachments provided supersede all prior Reservation Requests submitted for the installation address listed on the first page of this document and for this particular technology.

Please note that this is a CUSTOMER program, and the signature required is that of the of APS customer of record.
By signing below, customer acknowledges that all application information and all required documents provided have been submitted in good faith. In addition, customer acknowledges installation of a phone line may be required.

CUSTOMER:

_____
Name (Please Print)

_____
Title/Business Name

_____
Signature

_____
Date

In order for an application to be submitted, please submit this request electronically to commercial-incentives@aps.com. Send one email per reservation application packet. DO NOT combine multiple application packets into one email, as they will not be accepted. Once the application is received, a confirmation email will be sent to the e-mail address from which the application was sent. If a confirmation response is not received within five days, you should contact APS by sending a follow-up email to commercial-incentives@aps.com.

APS will not accept incomplete applications. Please note:

- **APS is not responsible for applications not received due to an undeliverable email address**
- **A reservation application will not be accepted unless it is signed by the APS customer of record**
- **A reservation application must be received by the nomination period deadline (which ends the last day of the nomination month)**