



Non-Residential Incentive Process Timeline

APS Renewable Energy Incentive Program

Important information regarding up-front and production-based incentives is available at aps.com/GoSolar along with descriptions of the renewable technologies covered under the program.

All required documentation should be sent to commercial-renewables@aps.com. If funds have already been reserved for your project, please include your reservation number in the subject line of any emails.

Production Based Incentives	Up-front Incentives
<p>Step 1:</p> <p>Review the appropriate PBI reservation application to make sure you are able to meet all of the system requirements, installation timelines and preliminary documentation required in order to submit a complete application.</p>	<p>Step 1:</p> <p>Review the appropriate UFI reservation application to make sure you are able to meet all of the system requirements, installation timelines and preliminary documentation required in order to submit a complete application.</p>
<p>Step 2:</p> <p>Determine the “ranking score” of your project using the APS PBI Ranking Calculator and submit the completed <i>Production Based Incentive Reservation Request Form</i> and required documentation, including a copy of the signed contract with your installer, to:</p> <p>commercial-renewables@aps.com</p>	<p>Step 2:</p> <p>Determine the “ranking score” of your project using the APS UFI Ranking Calculator and submit the completed <i>Up-front Incentive Reservation Request</i> and required documentation, including a copy of the signed contract with your installer, to:</p> <p>commercial-renewables@aps.com</p>
<p>Step 3:</p> <p>After the end of the incentive nomination period in which you applied, APS will grant funding for projects based on available funding and the competitiveness of each project by comparing project ranking scores.</p> <p>Approximately two weeks after the nomination period has ended, the cutoff score for that period will be posted on aps.com/GoSolar and those projects receiving a funding reservation will be notified.</p>	<p>Step 3:</p> <p>After the end of the incentive nomination period in which you applied, APS will grant funding for projects based on available funding and the competitiveness of each project by comparing project ranking scores.</p> <p>Approximately two weeks after the nomination period has ended, the cutoff score for that period will be posted on aps.com/GoSolar and those projects receiving a funding reservation will be notified.</p>

<p>Step 4:</p> <p>If your request has been accepted, you will receive a standardized <i>Credit Purchase Agreement (“CPA”)</i> from APS which must be executed within 45 days of the date of your acceptance notification.</p>	<p>Step 4:</p> <p>If your request has been accepted, you will receive a standardized <i>Credit Purchase Agreement (“CPA”)</i> from APS which must be executed within 45 days of the date of your acceptance notification.</p>
<p>Step 5:</p> <p>If you are installing an electric producing technology, such as PV, within 90 days of your reservation notification you must submit an <i>APS Interconnection Application</i> to commercial-renewables@aps.com which will be used to make sure your system design is compatible with the APS grid. If you are installing a non-electric producing technology, such as solar thermal system, you must submit an Energy Savings and Designed Output (ES&D) report within the same 90 day time period.</p> <p>Please note that ordering equipment before receiving approval of the interconnection application may increase costs of your project as design changes may be required to make your project compatible with the APS system.</p>	<p>Step 5:</p> <p>If you are installing an electric producing technology, such as PV, within 60 days of your reservation notification you must submit an <i>APS Interconnection Application</i> to commercial-renewables@aps.com which will be used to make sure your system design is compatible with the APS grid. If you are installing a non-electric producing technology, such as solar thermal system, you must submit an Energy Savings and Designed Output (ES&D) report within the same 60 day time period.</p> <p>Please note that ordering equipment before receiving approval of the interconnection application may increase costs of your project as design changes may be required to make your project compatible with the APS system.</p>
<p>Step 6:</p> <p>If your Interconnection Application request has been approved (where applicable), you will receive an <i>Interconnection Agreement</i> which must be signed and returned to APS. The Agreement includes the terms and conditions for interconnecting your system to the grid.</p>	<p>Step 6:</p> <p>If your Interconnection Application request has been approved (where applicable), you will receive an <i>Interconnection Agreement</i> which must be signed and returned to APS. The Agreement includes the terms and conditions for interconnecting your system to the grid.</p>
<p>Step 7:</p> <p>After your Interconnect Application or ES&D Report has been approved, proceed with municipality required permitting and the installation of the proposed project.</p>	<p>Step 7:</p> <p>After your Interconnect Application or ES&D Report has been approved, proceed with municipality required permitting and the installation of the proposed project.</p>

<p>Step 8:</p> <p>Within 120 days of being notified of your incentive, you must submit “proof of project advancement” to show that your project is moving forward and will be able to meet the 365 day installation timeline. Proof of advancement includes status on any required changes needed to your interconnection application, status of local permitting, and copies of invoices or purchase orders showing you have made the commitment to procure the appropriate level of equipment for your project.</p>	<p>Step 8:</p> <p>Within 90 days of being notified of your incentive, you must submit “proof of project advancement” to show that your project is moving forward and will be able to meet the 180 day installation timeline. Proof of advancement includes status on any required changes needed to your interconnection application, status of local permitting, and copies of invoices or purchase orders showing you have made the commitment to procure the appropriate level of equipment for your project.</p>
<p>Step 9:</p> <p>APS understands that final engineering may not occur until after the proof of project advancement has been submitted and that final engineering may result in slight adjustments to the expected system production. Within 180 days of being notified of your incentive reservation, the system output must be finalized and the contract quantity in your Credit Purchase Agreement (CPA) amended, if necessary. Any modifications to the contract quantity must be approved by APS and in accordance to the terms and conditions of the CPA.</p>	<p>Step 9:</p> <p>After you have installed your system and it has passed any inspections required by the local jurisdiction, forward the proof of clearance (also called “green tags”) to APS. Grid-tied systems are required to pass an additional APS interconnection inspection to make sure the system is safely interconnected do our distribution system.</p> <p>Please note: A system cannot be activated or paralleled with the APS distribution system without the express permission from an authorized representative of APS, following a successful inspection by APS.</p>
<p>Step 10:</p> <p>After you have installed your system and it has passed any inspections required by the local jurisdiction, forward the proof of clearance (also called “green tags”) to APS. Grid-tied systems are required to pass an additional APS interconnection inspection to make sure the system is safely interconnected to our distribution system.</p> <p>Please note: A system cannot be activated or paralleled with the APS distribution system without the express permission from an authorized representative of APS, following a successful inspection by APS.</p>	<p>Step 10:</p> <p>After the system has passed all applicable inspections, request your incentive payment by submitting an <i>Installation Certification Form</i> signed by both your equipment dealer and your installer along with a copy of paid invoice(s) confirming the system purchase price and installation by an Arizona licensed contractor to commercial-renewables@aps.com. Please include your reservation number in the email to avoid delays.</p>

Step 11:

After your system has passed all appropriate inspections, you will need to submit a “Commissioning Certificate” which confirms the system size and that all required steps have been taken,. Your equipment installer and dealer will also need to sign an *Installation Certification Form* confirming the equipment is new and that the installation was properly completed. Lastly, within 90 days of the project completion, you will need to submit the Total Project Cost as defined in the CPA. APS will then determine your incentive cap based on the information provided. Production Based Incentives are currently capped at 60% of Total Project Cost.

Step 12:

Within **14** days following the end of each calendar quarter, APS will send you a “REC Certificate and Bill of Sale Invoice” form (which is Exhibit A of your Credit Purchase Agreement) via email. The form will have the kWh (or kWh equivalent) meter reads from your renewable energy system and show the amount of incentive you will be receiving based on the production of your system. After you review the invoice, please sign and return it to APS via email so that your incentive payment for that quarter may be processed. **Please note: APS must be in receipt of the signed Commissioning Certificate before the end of the quarter for an Exhibit A to be generated. If the Commissioning Certificate is received AFTER the end of the quarter, you will not receive an Exhibit A until the end of the next quarter. However, all reads from the actual date of commissioning will be captured regardless of when you receive your first Exhibit A.**