



**2012 NON-RESIDENTIAL  
PHOTOVOLTAIC SYSTEM (OFF-GRID)  
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](mailto: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](http://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](http://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If your application is not approved in the current funding nomination period, unless you request it to be withdrawn, the application will automatically roll over to the next nomination period “as is” during the current calendar year.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](mailto:commercial-incentives@aps.com).

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

#### **4. 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 panel count, PV 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](mailto:commercial-incentives@aps.com)**



2012 NON-RESIDENTIAL PHOTOVOLTAIC SYSTEM (OFF-GRID) UP FRONT INCENTIVE RESERVATION APPLICATION

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

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 customer's service address, 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)

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 and permitting, what is the realistic estimated date of installation?)

Estimated number of PV Panels \_\_\_\_\_ PV Module Manufacturer \_\_\_\_\_  
Model # \_\_\_\_\_ UL Listing UL- \_\_\_\_\_

What is the DC watt rating per panel? \_\_\_\_\_

Estimated number of Inverters \_\_\_\_\_ Inverter Manufacturer \_\_\_\_\_  
Model #(s) \_\_\_\_\_ UL Listing UL- \_\_\_\_\_

What is the AC watt rating of each inverter? \_\_\_\_\_

**INCENTIVE REQUEST**

Total Proposed Installed System Cost: \_\_\_\_\_ Estimated Annual Production\* \_\_\_\_\_ kWh

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

- up to \$0.60/Watt DC,
- 40% of the qualified system cost
- a total payment of \$75,000.00

$$\begin{matrix} \$ & & \times & & = & \\ \text{Up to } \$0.60 & & & \text{Watts DC} & & \text{Estimated Maximum Incentive **} \end{matrix}$$

**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. Proposed kWdc System Size: \_\_\_\_\_ kWdc
3. Proposed System Inverter Size: \_\_\_\_\_ kWac
4. Estimated kWh per kW: \_\_\_\_\_ kWh per kWdc

**Please include your calculation sheet** (Such as documentation from PV Watts2, PV Sys, or monitoring data from a similar system. Please factor in any lower production due to shading from a tree, building, overhang, or other structures.)

5. UFI Ranking Score (please attach ranking sheet): \_\_\_\_\_  
(UFI Ranking Calculator and current non-residential ranking scores can be found at [www.aps.com/gosolar](http://www.aps.com/gosolar))

**NOTES: \*Annual system production CANNOT exceed required consumption. \*\*Maximum incentive is subject to de-rating in accordance with information provided below. If the system is de-rated, the incentive will be adjusted accordingly.**

**Minimum PV system size is 1 kWdc.**

**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.

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:** An installation contract made contingent upon APS funding may be acceptable, provided that it establishes a binding agreement for installation subject only to receipt of APS funding

Calculation sheet (Such as documentation from PV Watts2, PV Sys, or monitoring data from a similar system)

Ranking score calculation sheet

A written system description

A quote from your installer that includes an itemized list of system components including panel count, model and manufacturer of both the PV module(s) and the inverter(s)

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 this is new construction, supporting documentation from your electrical engineer showing monthly estimated kWh usage for calendar year.

**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. **A progress update is required at 90 days from reservation date, including status of the following:**
  - a. **Local permitting applications**
  - b. **Equipment orders**
3. **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](mailto: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](mailto: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](mailto:commercial-incentives@aps.com).

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- 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)