



**2012 NON-RESIDENTIAL
GEOTHERMAL ELECTRIC SYSTEM
UP FRONT INCENTIVE RESERVATION APPLICATION**

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If your application is not approved in the current funding nomination period, unless you request it to be withdrawn, the application will automatically roll over to the next nomination period “as is” during the current calendar year.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. Complete and submit an APS Interconnection Application, along with AHJ approved diagrams. (Either you or your equipment dealer /installer can complete this step. Samples can be found at www.aps.com/dg).

4. Receive preliminary approval confirming system design appears to meet APS interconnection requirements.

APS will send comments regarding any required changes to the design of your system, along with an Interconnection Agreement which must be signed and returned to APS prior to commissioning the system.

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

6. **Schedule APS Interconnection Inspection.**

Once you receive municipal clearance, please contact APS to request an interconnection inspection by APS. After inspection, APS will send you authorization confirming that the PV System has passed inspection and that permission has been provided for the system to operate in parallel to the APS distribution system. **Only an authorized APS representative can provide permission for your PV System to operate in parallel to the APS distribution system. Until such permission has been granted, your PV System will not be operable (in conjunction with the APS distribution system).**

If you plan for the system to be installed in 2012, the following year-end interconnect deadlines apply:

1. **October 5, 2012:** interconnection application (<http://www.aps.com/dg>) with a full set of AHJ approved stamped diagrams. (If there is no plan review requirement imposed by the municipality that the GF resides in, then APS will require drawings submitted per the APS Interconnection Requirements)
2. **November 16, 2012:** scheduling of inspection must be confirmed

7. **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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This 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 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) _____
(List only the meter to which system is being interconnected)

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

Is meter Totalized: Yes No

If yes, please list submeter above (Meter Number)

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

If you plan for the system to be installed in 2012, the following year-end interconnect deadlines apply:

1. **October 5, 2012:** interconnection application (<http://www.aps.com/dg>) with a full set of AHJ approved stamped diagrams. (If there is no plan review requirement imposed by the municipality that the GF resides in, then APS will require drawings submitted per the APS Interconnection Requirements)
2. **November 16, 2012:** scheduling of inspection must be confirmed

Estimated Peak Watt Output _____

INCENTIVE REQUEST

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

- up to \$0.45/Watt DC,
- 40% of the qualified system cost
- a total payment of \$75,000.00

Incentive Amount Requested: Estimated Peak Watt Output _____ x up to \$0.45/Watt = _____

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

A written system description

Ranking score calculation sheet

A quote from your installer that 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 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. Submittal of an Interconnection Application and 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 status of the following:
 - a. Interconnection Application
 - b. Any changes to ES&D
 - c. Local permitting applications
 - d. 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:

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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)