

# Solar Photovoltaic System Program Application Process

## I. General Overview

For PV systems Approved after February 1, 2016, CPS Energy has allocated an additional \$30M in rebates. The money will be allocated on a first come, first serve basis as follows:

First \$10M is at \$1.20/W

Second \$10M is at \$1/W

Final \$10M is at \$.80/W

No application is guaranteed a rebate and Photovoltaic ("PV") Systems may be incentivized at two (2) different rates.

## II. Application Process

**STEP 1 - REVIEW OF PROGRAM INFORMATION:** Customers and contractors are urged to review all program requirements, including this application process overview, the interconnection agreement and the *2012 Electric Service and Metering Standards* guide before beginning the application process. Any failure to comply with program requirements may deem the installation for interconnection to the CPS Energy system and/or the rebate application (if applicable) ineligible.

**STEP 2 – REVIEW AND ACCEPT REBATE PROGRAM TERMS & CONDITIONS:** Customers and contractors are required to review and accept all program terms & conditions in the *Distributed Energy Resources Manual* ("Terms and Conditions") before registering. The Terms and Conditions identify details for interconnection to the CPS Energy system and/or developing and maintaining rebate eligibility (if applicable).

### **STEP 3 – SUBMIT ONLINE REGISTRATION FORM, \$100 APPLICATION FEE & PRE CONSTRUCTION DOCUMENTATION**

#### **Online Registration**

Customers or contractors shall complete the online solar system registration form and submit it via email to [cpsesolar@cpsenergy.com](mailto:cpsesolar@cpsenergy.com). The information on the registration form will be used to update the customer's account, schedule commissioning tests, and provide other installation-related communication. Customers and contractors must designate one person as the primary contact for communication, scheduling, and coordination. Either the customer or the contractor is responsible for immediately notifying CPS Energy if there are any changes in the registration information. Customers and contractors will receive a confirmation email within three (3) business days of CPS Energy's receipt of the registration form. **Note:** CPS Energy may request to perform a pre site visit/audit.

#### **Application Fee**

The \$100 application fee for all solar PV installations may be paid by check, payable to CPS Energy, when the application is submitted or CPS Energy will invoice the contractor submitting the application within ten (10) days of receiving the application. Permission to build will not be granted until the \$100 application fee has been received.

### **Pre-Construction Documentation**

Along with the registration form, the following pre-construction documentation must be submitted via email to [cpsesolar@cpsenergy.com](mailto:cpsesolar@cpsenergy.com) for approval and pre construction review.

1. Proposed one-line electrical diagram. This is a detailed diagram of the proposed solar system electrical equipment installation, including, but not limited to, meters, disconnects, inverter, and customer and utility interconnections. Drawings for systems =>25kWac must be signed and sealed by a Professional Engineer registered with the State of Texas. The drawing must include all required components, labels, and ratings, in accordance with CPS Energy Electric Service Standards . Please ensure the drawing is clear and legible to facilitate approval review.
2. Proposed site-layout/plan of the facility and proposed equipment. This is a descriptive diagram of the proposed system's orientation, roof slopes, solar obstructions, collector location, meters, inverter, disconnects, and electrical service entrance. Please include all these items in the drawing, label the components, include distances, and ensure that the drawing is clear and legible to facilitate approval review.
3. Manufacturer's sheets for solar panels and inverters.
4. Application for installation/interconnection of distributed energy resources.
5. Photos. Photos must include:
  - a. Current equipment on the customer premise wall;
  - b. Profile view of the premises (to verify clearance); and
  - c. Proposed PV equipment location sketch, illustrating the location it will be placed on the customer premises wall.
6. Fully executed contract between the customer and contractor. The contract must specify that the customer is the owner of the system.

**Step 4 – IF APPROVED, BEGIN CONSTRUCTION:** CPS Energy must provide approval for construction notice "Permission to Build Letter" prior to any construction (contractor will be carbon copied). Approval is based on (1) the submission of the registration form and the pre-construction documentation in accordance with the program's requirements, and (2) CPS Energy's receipt of the \$100 application fee per system. Incomplete, inaccurate or incorrect documentation will delay processing. If a rebate is pursued, the customer has one hundred twenty (120) days from the date CPS Energy provides its approval to install the system. Once installed, the system must pass an Authority Having Jurisdiction ("AHJ") inspection (if applicable) and thereafter, a commissioning test performed by CPS Energy.

**Step 5 – REQUEST A COMMISSIONING TEST:** An AHJ permit release (if applicable) for the installation must be received by CPS Energy prior to scheduling a commissioning test. Each customer or contractor may request the AHJ to email the approval/permit release notification via email directly to CPS Energy at [cpesolar@cpsenergy.com](mailto:cpesolar@cpsenergy.com) in order to expedite scheduling. Upon completion of the system installation and subsequent successful inspection with the AHJ, a customer or contractor may request a CPS Energy commissioning test and meter installation. This request must be submitted via email to [cpesolar@cpsenergy.com](mailto:cpesolar@cpsenergy.com).

**Step 6 – SUBMIT REBATE APPLICATION:** Following successful completion of a commissioning test, each customer must complete and send in a rebate application packet via email to [cpesolar@cpsenergy.com](mailto:cpesolar@cpsenergy.com). If the system has been installed within the allocated 120-day time period in accordance with program Terms and Conditions, CPS Energy will allocate the rebate funds based on the date the registration form was received. The application packet must include all required supporting documentation, including:

1. Solar PV system rebate application;
2. Solar photovoltaic Renewable Energy Credit assignment agreement (if rebate is requested);
3. Copy of detailed invoice and customer and developer. The contract must demonstrate customer ownership; and
4. Payment assignment form (if customer wishes to assign their rebate payment to another person/business).

**STEP 7 - REBATE PAYMENT:** CPS Energy will initiate rebate payment processing upon confirming rebate eligibility and completion of the application process. Incomplete, inaccurate, or incorrect documentation will delay rebate processing. Please allow 20 business days to process payment. The rebate payment will be less the \$300 commissioning charge that CPS Energy charges to commission a system.

### **III. Communications with CPS Energy**

A customer or contractor shall include the following information when requesting commissioning tests and/or submitting information regarding the application to CPS Energy in order to ensure accurate filing and timely responses:

1. Solar rebate registration confirmation number;
2. Customer's account number; and
3. Business name and primary contact name or agent.