

## **Solar Thermal Water Heater System Program Application Process Overview:**

Customers pursuing a solar rebate must submit a Registration form for the rebate by the last CPS Energy business day for the current calendar year. Registration forms received after this date will be subject to next year's program guidelines.

The following is an overview of the application process steps:

### **STEP 1 - REVIEW OF PROGRAM INFORMATION**

Customer and its contractor are urged to review all program information including this application process overview and the program terms & conditions before starting the application process. Customer's failure to comply with all Program requirements may result in Customer's being denied.

### **STEP 2 – REVIEW AND ACCEPT REBATE PROGRAM TERMS & CONDITIONS**

Customer is to review and accept all program terms & conditions before registering. These terms and conditions identify details for interconnection to the CPS Energy system and/or developing and maintaining rebate eligibility (if applicable)

### **STEP 3 - SUBMIT REGISTRATION FORM & PRE CONSTRUCTION DOCUMENTATION**

Customer shall complete and submit a solar system registration form to [cpesolar@cpsenergy.com](mailto:cpesolar@cpsenergy.com). The information on this form is to be used for developing Customer's account for use in filing the Customer submitted rebate related documentation, scheduling site visit/audits, and etc. The Customer and its contractor must designate one person at their companies as their primary contacts. Customer and contractor will receive a confirmation email within 3 business days of CPS Energy receipt of the registration form. Customer is responsible for notifying CPS Energy if there are any changes in the registration information. The following packet of information is to be sent to [cpesolar@cpsenergy.com](mailto:cpesolar@cpsenergy.com) for approval for pre construction review.

- Proposed Site-Layout/Plan sketch of the facility and proposed equipment. This is a descriptive diagram of the proposed system's orientation, roof slopes, solar obstructions, collector location, & etc. Please include all these items in your drawing, label the components, include distances, and ensure that the drawing is clear & legible to facilitate approval review.
- Manufacturer's sheets for solar equipment
- SRCC data Sheets

Note: CPS Energy may request to perform a pre site visit/audit.

### **Step 4 – APPROVAL TO BEGIN CONSTRUCTION**

Customer is to wait to receive CPS Energy approval for construction notice before beginning construction (contractor to be carbon copied) This approval is based on the results of CPS Energy review of the Registration form and the pre construction documentation. Incomplete and incorrectly completed documents will delay processing. Customer has 90 days to install the system starting upon notification by CPS Energy of the pre construction documentation review results (approval *or* disapproval), and ending with the passing of an AHJ inspection (if applicable) and the requesting of a post site visit/audit by CPS Energy.

### **Step 5 – REQUEST A POST SITE VISIT/AUDIT**

An AHJ permit release (if applicable) for the installation must be received by CPS Energy before a post site visit/audit is scheduled. Customer or Contractor may request the AHJ to email the approval/permit release notification to [cpesolar@cpsenergy.com](mailto:cpesolar@cpsenergy.com) for facilitating this scheduling.

Upon completion of system installation and passing inspection with the Authority Having Jurisdiction (e.g. CoSA, if applicable), a request for a CPS Energy post site visit/audit is to be submitted to **[cpesolar@cpsenergy.com](mailto:cpesolar@cpsenergy.com)**.

#### **Step 6 – SUBMIT REBATE APPLICATION**

Following successful completion of a post site visit/audit (if applicable), Customer is to complete and send in a rebate Application packet to **[cpesolar@cpsenergy.com](mailto:cpesolar@cpsenergy.com)**. If the system has been installed within the allocated duration and per the program terms and conditions, the date that the registration form was received will be used for allocating funds. The Application must include all required supporting documentation including:

- Solar Water Heater System Rebate Application
- Detailed invoice
- Payment Assignment Form (if Customer is to assign the rebate payment is 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. Please allow 20 business days for payment processing.

#### **Communicating to CPS ENERGY:**

Customer shall include the following information when requesting site visit/audits and submitting information regarding application process to CPS Energy for ensuring accurate filing and timely response:

- Solar Rebate Registration Confirmation Number
- Customer's Account Number
- Business Name & Primary Contact Name or Agent