

Solar Program Process

Solar Photovoltaic (PV) System Program Application Process Overview :

Customers pursuing a solar rebate must submit a Registration form for the rebate by the last business day for CPS Energy 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 installation being ineligible for interconnection to the CPS Energy system and/or the rebate application (if applicable) 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 ONLINE REGISTRATION FORM & PRE CONSTRUCTION DOCUMENTATION

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

➤ Via email to:

cpesolar@cpsenergy.com

- 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 =>25kW^{ac} must be signed and sealed by a PE registered with the State of Texas. Drawing must include all required components, include labels & ratings, and be according to CPS Energy Standards. Please ensure that the drawing is clear & legible to facilitate approval review.
- 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 your drawing, label the components, include distances, and ensure that the drawing is clear & legible to facilitate approval review.
- Manufacturer's sheets for solar panels and inverters
- Application for Installation/Interconnection of Distributed Energy Resources
- Photos
 1. Current Equipment on Wall
 2. Profile View (to verify clearance)
 3. Proposed PV Equipment sketch on Wall

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.

If a rebate is being pursued, Customer has 120 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 Commissioning Test by CPS Energy.

Step 5 – **REQUEST A COMMISSIONING TEST**

An AHJ permit release (if applicable) for the installation must be received by CPS Energy before a Commissioning Test is scheduled. Customer or Contractor may request the AHJ to email the approval/permit release notification to 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 Commissioning Test and meter installation is to be submitted to cpesolar@cpsenergy.com.

Step 6 – **SUBMIT REBATE APPLICATION**

Following successful completion of a Commissioning Test, Customer is to complete and send in a rebate Application packet to 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 packet must include all required supporting documentation including:

- Solar PV System Rebate Application
- Solar Photovoltaic Renewable Energy Credit (REC) Assignment Agreement via email (if rebate is requested)
- 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. Incomplete, inaccurate and incorrectly documentation will delay rebate processing. Please allow 20 business days for payment processing.

Communicating to CPS ENERGY:

Customer shall include the following information when requesting Commissioning Tests 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