



SOLAR ELECTRIC (PHOTOVOLTAIC) SYSTEM CASH-BACK REWARD PRE-APPROVAL APPLICATION FOR HOMES, CONDOS, AND APARTMENTS

Projects for 0.5 to 50 kilowatts capacity. Valid through June 30, 2010

Initial Application Updated Application

STEPS TO APPLY FOR A CASH-BACK REWARD

1. Focus on Energy strongly recommends that you arrange for a Solar Electric Site Assessment to help determine if a solar electric system is suitable for your location (focusonenergy.com/siteassessments).
2. Focus on Energy recommends obtaining at least three bids for your solar electric system from eligible installation contractors on the [Focus on Energy Full Service Solar Electric System Installation Firms](#) list (focusonenergy.com/fullserviceinstallers).
3. Make sure your installation contractor designs the system according to the system requirements specified in this application.
4. Complete and email or mail a signed copy of this application to the address at the bottom of the page.
5. Homeowners, condos and apartments that target the efficiency of their buildings prior to the installation of a solar electric system may be eligible for an enhanced Efficiency First Reward. See DETERMINING THE CASH-BACK REWARD LEVEL for details.
6. **Do not purchase, order or install any equipment until you have been notified by Focus on Energy that your application is approved! Installation prior to Focus on Energy approval may render your project ineligible for funding.**
7. Within 30 days of receiving a completed application, Focus on Energy will notify you if your application has been approved. You will also receive a Notice of Installation form that you will need to complete and return after your system has been installed.
8. If your system's expected electricity production changes by more than 20 percent after your Cash-Back Reward is approved, please update the information on the system using a new Cash-Back Reward application and mail it to the address listed below. If the updated Cash-Back Reward application is not approved by Focus on Energy, additional funds may not be awarded.
9. Install the system and ensure installation meets all applicable local, state and national codes, including the National Electric Code, has the appropriate permits and that you have a signed interconnection agreement with your electric provider. You have one year to install and submit the completed Notice of Installation.
10. To receive the Cash-Back Reward payment, mail the Notice of Installation to the address at the bottom of this page. The Reward payment may be made payable to either the system owner or the installer. If it is made payable to the installer, the system owner must be credited the amount of the Reward by the installer, and that credit must be clearly labeled as the Focus on Energy Reward on the invoice(s) that is submitted to Focus with the Notice of Installation.

APPLICANT INFORMATION Complete all appropriate fields. Please print.

Homeowner or Contact Name		System will be installed at: <input type="checkbox"/> Single Family Home <input type="checkbox"/> Apartment/Condo (1-3 units) <input type="checkbox"/> Apartment/Condo (4+ units)	
Company/Organization (if applicable):	Business Type (if applicable): <input type="checkbox"/> For Profit <input type="checkbox"/> Not for Profit	Federal I.D. NO. (if applicable) _____	
Business Classification (if applicable): <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> 501(c)3 <input type="checkbox"/> Other:			
Mailing Address	City	State	ZIP
Installation address (no PO Boxes)	City	State	ZIP
Owner/Contact Home Phone	Owner/Contact Work Phone		
Owner/Contact Email	Electric utility at installation address		

INSTALLATION CONTRACTOR INFORMATION

Company installing the system	Lead Installer's Name	NABCEP License Number	
Mailing Address	City	State	ZIP
Phone	Email	Federal I.D. NO. (only if receiving payment) _____	
Business Classification (only if receiving payment): <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> 501(c)3 <input type="checkbox"/> Other:			

PAYMENT INFORMATION

This system will qualify for (see DETERMINING THE CASH-BACK REWARD LEVEL for details):

Standard Reward Enhanced Efficiency First Reward

Make Cash-Back Reward Payment to:

Homeowner Company/Organization Installation Contractor (as listed above)

E-mail or mail the completed Cash-Back Reward application to:

renewableapplications@focusonenergy.com

Focus on Energy, Attn: Renewable Energy Cash-Back Rewards, 431 Charmany Drive, Madison, WI 53719.

Questions regarding this application should be directed to Focus on Energy at 800.762.7077.



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INSTRUCTIONS

All of the requested information on the Cash-Back Reward application must be completed. If the information is incomplete or vague, your application will not be approved.

- **Annual Shading:** Shading is the percentage that the modules will be shaded annually by obstructions (including trees, power lines, buildings, etc), not including snow. The obstruction shading estimate must be based on the analysis done with a shading tool. List the name of the shading tool used.
- **Module Compass Direction (degrees):** Enter the compass direction the modules will face.
- **Module Tilt Angle (degrees):** Enter the number of degrees the modules' surface will be from horizontal.
- **Snow Cover:** Focus on Energy staff will estimate the systems shading caused by snow cover based on the array's tilt angle as follows:

Tilt Angle	≥ 35°	≥20° — <35°	≥14° — <20°	≥10° — <14°	≥5° — <10°	≥2° — <5°	<2°
Shading from snow cover	1%	2%	3%	4%	6%	8%	12%

DETERMINING THE CASH-BACK REWARD LEVEL

Focus on Energy uses PVWatts version 1 (available online) to estimate your system's annual electricity production (using a 0.80 DC to AC derate factor to account for system losses). The PVWatts annual kilowatt-hour (kWh) production estimate is reduced by your estimate of annual shading caused by obstructions, and the Focus on Energy estimate of shading due to snow cover. These reductions result in an adjusted PVWatts annual production estimate.

Focus on Energy uses the following table to determine your Reward Factor. The appropriate Reward Factor is multiplied by your system's adjusted PVWatts' annual production estimate to determine your Cash-Back Reward. Focus on Energy offers enhanced Efficiency First Rewards to individuals and organizations who target the energy efficiency of their home, condo or apartment prior to the installation of a solar electric system. To determine if you qualify for the Efficiency First Rewards please complete either the SOLAR ELECTRIC EFFICIENCY FIRST REWARD WORKSHEET FOR HOMEOWNERS (page 4) or the SOLAR ELECTRIC EFFICIENCY FIRST REWARD WORKSHEET FOR APARTMENTS AND CONDOS (page 5). The Cash-Back Reward for solar electric systems can not exceed the Maximum Cost Share or Maximum Cash-Back Reward. Focus on Energy will not cost share any system-owner labor costs unless the installation contractor can document payment to the system-owner for the provided services.

SYSTEM FOR	DC RATED MODULE CAPACITY (kW)	STANDARD REWARD FACTOR	EFFICIENCY FIRST REWARD FACTOR	MAXIMUM COST SHARE	MAXIMUM CASH-BACK REWARD
Homeowner or For Profit Customer	≥0.5 – ≤50	\$1.00 per kWh/yr	\$1.25 per kWh/yr	25%	\$50,000
Nonprofit Customer	≥0.5 – ≤50	\$1.50 per kWh/yr	\$1.75 per kWh/yr	35%	\$75,000

*Nonprofit groups must file a federal IRS form 990 or equivalent.

SYSTEM REQUIREMENTS

- **Certified Installer:** The solar electric system must be installed by a contractor on the [Focus on Energy Full Service Solar Electric Installation Firms](#) list or by an individual who has met the experience and training criteria of the Solar Electric Full Service Policy (focusonenergy.com/REinstallers).
- **New Components:** All of the major system components (modules, inverter and, if needed, a charge controller) must be new.
- **Minimum System Size:** Projects are eligible only if the total DC rated capacity of the solar electric modules is over 500 watts.
- **Maximum System Size:** Projects are eligible only if the total DC rated capacity of the solar electric modules is 50 kilowatts (kW) or less.
- **Certified Modules and Inverters:** Solar electric modules and inverters must be on California's list of eligible equipment.
- **Two-Year Installation Warranty.** The system must include at least a two-year installation warranty that covers any defects in the workmanship of the installation at no charge to the owner. The warranty must be provided by the firm that installs the solar electric system.
- **One-Year Equipment Warranty.** All major system components must have at least a one-year warranty.
- **Repairs Are Not Eligible.** Repairs, general maintenance or replacement of batteries or inverters are not eligible for this Reward.

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SOLAR ELECTRIC EFFICIENCY FIRST REWARD WORKSHEET FOR HOMEOWNERS

Energy efficiency is the first step all homeowners should take when addressing the electric and/or natural gas consumption in their home. On average, every dollar spent on energy efficiency decreases the cost of the renewable energy system by three to six dollars due to the reduced energy consumption in the home. Focusing on efficiency first is the most prudent decision a homeowner can make from an environmental and financial perspective. Homeowners who target the efficiency of their home prior to installing a solar system will also enjoy enhanced Efficiency First Rewards from Focus on Energy.

Please complete the worksheet below to determine if you will qualify for the Efficiency First Rewards. To qualify, the site of the solar installation must fully satisfy the requirements of one of the efficiency tracks listed below by the time your system is installed. You may submit this worksheet with the Cash-Back Reward application to be preapproved for the Efficiency First Reward or you may submit it with the Notice of Installation after your system has been installed. Please note that solar systems installed at sites that do not fully satisfy any of the efficiency tracks listed below, at or before the time of installation, will not qualify for the enhanced Efficiency First Reward.

- This solar installation at my home qualifies for the Efficiency First Reward because I have satisfied the efficiency track indicated below:**
 - Energy Conservation Track
 - My home's annual electric consumption is less than 6,500 kilowatt-hours per year
 - Please include auditable documentation of your home's electric consumption for the most recent 12 months (e.x. electric bills, account summary, etc)
 - Wisconsin ENERGY STAR® Home Track
 - My home is a certified Wisconsin ENERGY STAR Home
 - Date certified: ___ / ___ / ____
 - Home Performance with ENERGY STAR Track
 - I have had a Home Performance with ENERGY STAR pre-test done
 - I have implemented at least three eligible efficiency measures¹ as indicated below
 - Attic Insulation
 - Sidewall Insulation
 - Sill Box Insulation
 - Foundation Insulation
 - Air sealing
 - Heating equipment including boilers or furnaces
 - Hot water heating equipment
 - Central air conditioner
 - My consultant has completed a post-test inspection to verify that the recommended efficiency measures that were implemented meet or exceed Home Performance specifications.
 - Name of Home Performance Consultant: _____
 - Date of post-test inspection: ___ / ___ / ____
 - Efficient Equipment Installation Track
 - I have received an incentive from Focus on Energy for installing at least two pieces of energy efficient equipment indicated below:
 - Heating equipment including boilers or furnaces
 - Date Installed: ___ / ___ / ____
 - Hot water heating equipment
 - Date Installed: ___ / ___ / ____
 - Central air conditioner
 - Date Installed: ___ / ___ / ____

- OR -

I have not satisfied any of the efficiency tracks listed above and understand that I will not qualify for the enhanced Efficiency First Reward.

¹ These three measures may include efficiency upgrades that were recommended by your Home Performance Consultant or the installation of efficient equipment for which you received a Focus incentive. If your consultant recommended fewer than three of the measures listed above, all measures, excluding foundation insulation, must be implemented to qualify. If your consultant recommended no efficiency measures in your Home Performance report you automatically qualify.

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SOLAR ELECTRIC EFFICIENCY FIRST REWARD WORKSHEET FOR APARTMENTS AND CONDOS

Energy efficiency is the first step all apartment and condo¹ owners should take when addressing the electric and/or natural gas consumption in their buildings. On average, every dollar spent on energy efficiency decreases the cost of the renewable energy system by three to six dollars due to the reduced energy consumption in the building. Focusing on efficiency first is the most prudent decision an apartment or condo owner can make from an environmental and financial perspective. Apartment and condo owners who target the efficiency of their buildings prior to installing a solar electric system will also enjoy enhanced Efficiency First Rewards from Focus on Energy.

Please complete the worksheet below to determine if you will qualify for the Efficiency First Rewards. To qualify, the site of the solar installation must fully satisfy the requirements of one of the efficiency tracks listed below by the time the system is installed. You may submit this worksheet with the Cash-Back Reward application to be preapproved for the Efficiency First Reward or you may submit it with the Notice of Installation after your system has been installed. Please note that solar systems installed at sites that do not fully satisfy any of the efficiency tracks listed below, at or before the time of installation, will not qualify for the enhanced Efficiency First Reward.

This solar installation at my apartment/condo qualifies for the Efficiency First Reward because I have satisfied the efficiency track indicated below:

Focus on Energy Track

- I have received incentives from Focus on Energy for implementing energy efficiency measures at this apartment/condo that are estimated, by Focus, to save $\geq 75\%$ as much energy² as the solar electric system is expected to produce on an annual basis.
- Energy advisors are available to assist with these calculations if necessary

Leadership in Energy-Efficient Design (LEED) Track

- The apartment/condo, located at the site of the solar system, has received, or is expected to receive, three Energy and Atmosphere: Optimize Energy Performance points (the two mandatory points plus one additional point) through the LEED version 2 certification program
 - Please provide auditable documentation that details the LEED v2 Energy and Atmosphere points your building has received or is expected to receive
- OR -
- The apartment/condo, located at the site of the solar system, has received, or is expected to receive, one Energy and Atmosphere: Optimize Energy Performance point through the LEED version 3 certification program
 - Please provide auditable documentation that details the LEED v3 Energy and Atmosphere points your building has received or is expected to receive

The apartment/condo has not satisfied any of the tracks listed above and I understand that this system will not qualify for the Efficiency First Reward.

¹Focus on Energy's definition of an apartment or condo is a building that includes four or more units that share a common roof-structure. Duplexes, condos, and apartments with three or fewer units sharing a common roof structure should fill out the Efficiency First Incentive Worksheet for Homeowners.

²Focus on Energy uses the following conversion factors to normalize kWh and therms to British Thermal Units (BTU) when comparing energy savings due to efficiency measures and energy savings due to renewable measures: 1kWh = 10,000 BTU, 1 therm = 100,000 BTU

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TERMS AND CONDITIONS

1. **Eligibility.** Businesses, organizations, institutions, and federal, state, county, local or tribal governments and residents with locations in Wisconsin are eligible for Focus on Energy incentives if they purchase electricity from an electric provider participating with Focus on Energy. For a list of participating providers visit, focusonenergy.com/utilities.
2. **System Location.** The renewable energy system must be installed on a site in Wisconsin whose owner purchases electricity from an electric provider participating with Focus on Energy for that site.
3. **Approval.** An application for a Cash-Back Reward must be approved by Focus on Energy before any equipment is ordered, purchased or installed. Within 30 days of receiving a complete application, you will be mailed a letter notifying you if your application has been approved. Installation prior to Focus on Energy approval may render your project ineligible for funding.
4. **System Requirements.** The renewable energy system must be designed and installed to meet the "System Requirements" described in this application. The renewable energy system must have the appropriate permits and comply with all applicable federal, state and local codes governing the installation and operation of renewable energy systems.
5. **Systems located at Spec homes.** For new spec homes that have not yet been purchased, the home builder should apply and receive approval from Focus for the Cash-Back Reward on behalf of the future homeowner. The new homeowner should submit the notice of installation and is eligible for the Reward payment after the home's purchase.
6. **One-Year Project Deadline.** The renewable energy system must be installed and the Notice of Installation submitted within one year. Projects that take more than six months to complete must submit a progress report after six months noting substantial progress toward installation, including copies of receipts for equipment or a signed installation contract. If the installation does not meet the one year timeline the Focus on Energy Program may terminate your Reward. You will receive a written warning 30 days before your Reward is cancelled. Requests for extensions beyond the twelve-month period must be submitted in writing to Focus on Energy at the address noted on the bottom of the page.
7. **Notice of Installation.** The Reward payment may be made payable to either the system owner or the installer. If it is made payable to the installer, the installer must credit the system owner the amount of the Cash-Back Reward, and that credit must be clearly labeled as the Focus on Energy Reward on the invoice(s) that is submitted to Focus with the Notice of Installation. Sample invoices are provided at focusonenergy.com/sampleinvoice.
8. **Reward Payment Recipient:** The Reward payment may be made to either the system owner or the installer. If it is made out to the installer, the installer must credit the system owner the amount of the Cash-Back Reward, and that credit must appear on the invoice(s) that is submitted to Focus with the Notice of Installation.
9. **System Operation.** The system owner agrees to operate the renewable energy equipment, at the location proposed and as described in the grant application, for a period of at least three (3) years.
10. **Additional Terms.** Focus on Energy reserves the right to:
 - a. Withhold payment until any identified problems with the renewable energy system are resolved
 - b. Terminate this Reward in whole or in part due to the recipient's failure to fulfill the terms and conditions in this document, or due to non-appropriation of necessary funds
 - c. Alter or discontinue the Cash-Back Reward program at any time without notice
 - d. Make the final determination on whether items meet the standards set forth in the program
 - e. Inspect the system to ensure that it is consistent with all "Terms and Conditions"
 - f. Monitor or evaluate the performance of the system for a period of two (2) years
11. **Privacy.** Focus on Energy reserves the right to publicize your participation in this program, unless you specifically request otherwise.
12. **Disclaimer.** Acceptance of this Cash-Back Reward does not constitute the approval, acceptance, warranty, guarantee or endorsement of Focus on Energy or Wisconsin Energy Conservation Corporation.

Please Note: This completed form must be submitted and approved by Focus on Energy before any equipment is ordered, purchased or installed.

HOMEOWNER/CONTACT SIGNATURE

I certify that I have performed or reviewed this application and any accompanying documentation, and the information is reasonable and accurate. I further certify the unit(s) is to be installed at the indicated installation address. I have read the terms and conditions associated with this program.

Homeowner/Contact Signature	Date
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- Periodically, Focus on Energy evaluates program efficacy by monitoring energy use/production prior to and after installation of renewable energy system(s). Your signature provides Focus on Energy approval to obtain energy data directly from your electric and/or natural gas provider(s). If you prefer not to grant Focus on Energy access to your electric/natural gas records, please check the "Opt Out" box. Opt Out
- Focus on Energy representatives promote the program and renewable energy in Wisconsin through the use of photos, project descriptions and general project locations during public presentations and verbal or written conversations with interested parties. Your signature provides Focus on Energy approval to use photos, provide a general description and reference the general location of your project for the purposes described above. If you prefer not to grant Focus on Energy the right to use your project information as described above without first obtaining your consent, please check the "Consent Required" box. Consent Required

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