



CWLP SOLAR REWARDS Rebate Program

Application Process & Instructions

The SOLAR REWARDS Program encourages the long-term use of photovoltaic technology to generate electricity from sunlight and to increase the use of renewable energy. The program offers rebates of up to \$15,000 to CWLP electric metered homeowners and business owners who install solar electric –also known as photovoltaic (PV)— power systems on their residential or commercial facility. Applicants who fully satisfy the program terms and conditions for photovoltaic systems will receive a rebate of \$1,500 per kilowatt (kW) output of the new photovoltaic system up to a maximum of 25 kW. (Minimum system capacity eligible for rebate is 0.5 kW.)

Use this application to request pre-approval to participate in CWLP's SOLAR REWARDS Rebate Program **AFTER** selecting a contractor and solar project design but **BEFORE** beginning installation. Mail the completed application to **CWLP/Energy Services Office [ESO], 231 S. 6th Street, 2nd Floor, Springfield, IL 62701.**

Before you can begin installation of your solar array, you will need a Building Permit from the City of Springfield's Building and Zoning Department. Permit approval generally takes 2-3 weeks, so we suggest you apply for your permit before or at the same time you begin your SOLAR REWARDS Pre-Approval Application. ***It is your responsibility to send a copy of your building permit approval notice to CWLP/ESO.*** Building & Zoning will require a structural analysis by an architect or engineer on any roof mounted system.

1. Complete the SOLAR REWARDS Pre-Approval Application and submit to CWLP/ESO with the following documentation:
 - A. detailed vendor proposal;
 - B. manufacturer' spec sheets;
 - C. photograph showing where the array will be installed, with a compass diagram, time and date stamped;
 - D. completed CWLP "Application for Interconnection";
 - E. completed CWLP "Contract for Net Metering" and
 - F. building permit approval letter. (If you have not received the letter by the time you are ready to submit your SOLAR REWARDS Pre-Approval Application packet, be sure to send a copy to the CWLP Energy Services Office as soon as you do. Approval to participate in the SOLAR REWARDS program cannot be granted until we receive a copy of your Building Permit approval letter.)
2. Upon receipt, CWLP/ESO will review the application and all documentation for completeness. If there are any questions, you will be contacted immediately. Incomplete or unsigned applications could be delayed.
3. CWLP/ESO will forward the Application for Interconnection and the Contract for Net Metering [items D and E from above list] to the Transmission and Distribution Department [T & D] for approval by the Superintendent of T & D. If there are any questions concerning these documents, a staff person from T & D will contact you directly. Once these documents are approved, you will receive written notification[accompanied by signed copies] directly from T & D, they will forward a copy to CWLP/ESO as well.
4. Upon CWLP/ESO receipt of approval notification from T & D and all other necessary documentation has been received and verified, you will be mailed a Pre-Approval letter. This letter serves as notification that your solar project has been accepted for rebate under the Solar Rewards Program and places rebate funds on hold for 90 days.

IMPORTANT: You will need to return the bottom portion of this notice, titled Post-Installation, once your project is completed. INSTALLATION MAY NOW BEGIN.

If more than 90 days is necessary to complete your solar installation, it is your responsibility to contact CWLP/ESO for an extension. If a Post-Installation form is not received within 90 days, the funds will be released and you will be notified in writing. [All paperwork must be submitted within one year of installation.]

5. Once the installation is complete, you must notify T & D that the system is ready for final inspection prior to activation. Upon final inspection and approval by T & D, they will send you an approved Permission To Interconnect [PTI] letter and also forward a copy to ESO.

6. Upon receiving the PTI letter, you must complete the Post-Installation form [bottom portion of pre-approval letter], attach itemized invoice(s)/receipt(s) and mail to CWLP/ESO.

7. Upon receipt of the Post-Installation form and invoice(s) ESO will begin processing payment of your Solar Rewards Rebate. Please allow 30 days for processing bill credits and 6-8 weeks for check processing. For a check to be issued, please note your SSN/FEIN is required.

Use this Checklist to ensure you have all necessary documents during the application process.

Attach to Pre-Approval Application-

- Detailed vendor proposal
- Manufacturer' spec sheets
- Photograph showing where the array will be installed, with a compass diagram, time and date stamped
- Completed CWLP "Application for Interconnection"
- Completed CWLP "Contract for Net Metering"

Required before Pre-Approval is granted-

- T & D approval of Interconnection Application and Contract for Net Metering
- Building Permit Approval letter

Required to Process Rebate-

- Post-Installation form, with itemized receipt/paid invoice
- T & D Permission to Interconnect [PTI] approval letter

Contact Information:

City of Springfield
Building & Zoning Dept.
MCE West, 300 S. 7th St.
Springfield, IL 62702
(217)789-2255

CWLP Energy Services Office
231 S. 6th Street, 2nd Floor
Springfield, IL 62701
(217)789-2070

CWLP/ Transmission & Distribution
1008 E. Miller St.
Springfield, IL 62701
(217)757-8520 Ext 2154

Pre-Approval Application to City Water, Light & Power's SOLAR REWARDS REBATE PROGRAM



Please complete this form and return it to CWLP for pre-approval of your solar project installation. **(IMPORTANT: You are required to have an approved Building Permit issued by the City of Springfield Department of Building and Zoning prior to installation.)** This application must be signed and accompanied by the following documentation: detailed vendor proposal; manufacturers' specifications sheet(s); a photograph showing where the array will be installed with a compass diagram; completed CWLP Application for Interconnection; and completed CWLP Contract for Net Metering.

Mail the completed application and attached documentation to: **CWLP Energy Services Office, 2nd Floor, 231 S. 6th St., Springfield, IL 62701.** You will be notified of pre-approval by mail. If you have questions about the program or completing this form, call 789-2070.

CUSTOMER INFORMATION: (Please type or print)

Name: _____ Day Phone: _____

Installation Address (Include Zip Code): _____

Mailing Address (If different from above): _____

REQUIRED: CWLP ELECTRIC ACCOUNT

Are You: Homeowner Business Owner Renter Approx. SQ. FT. _____

If business, type (check one): Partnership LLC LLP Corporation Sole Proprietor

Social Security Number or Federal Tax ID #: _____ Alternate Phone: _____

INSTALLER INFORMATION:

Business Name: _____ Contact Person: _____

Mailing Address (include City, State & Zip): _____

Phone: _____ Email Address: _____

PV EQUIPMENT DETAILS:

Module Manufacturer: _____ Module Model #: _____

Module Wattage: _____ x Number of Modules: _____ = System Rating kW: _____

Module Warranty? _____ Years (Circle on specification sheet and attach.)

Inverter Manufacturer: _____ Inverter Model #: _____

Inverter Rating (kW): _____ Macro or Micro: _____

System Installation Date: _____ Estimated Annual Production in kWh: _____

PRE-APPROVAL NOTIFICATION

You will receive written notification verifying pre-approval of this application, after which you will have 90 days to return the CWLP Solar Rewards post-installation form with invoices documenting proof of purchase/installation. If you need additional time to complete this process, you must contact the CWLP Energy Services Office at 789-2070.

Your signature is verification that you have read and agree to the Terms & Conditions on the back of this application.

X _____
Customer Signature Date

FOR OFFICE USE ONLY

REBATE AMOUNT: _____
ACCOUNT #: _____
NOTES: _____

PRE-APPROVED: _____

DATE VERIFIED: _____

CWLP's SOLAR REWARDS Rebate Program Terms & Conditions

1. ELIGIBILITY: CWLP will provide rebates in the form of bill credits or checks to eligible customers (defined below) for the purchase and installation of qualifying photovoltaic (PV) products, subject to these [Terms and Conditions](#).

a) Qualifying Photovoltaic (PV) Product defined as any standard PV product approved by CWLP. Qualifying PV products must be new, covered by warranty and installed in accordance with City building codes. Systems must be installed after 01-01-2012. Installations must comply with all applicable federal, state, and local codes and standards and must be eligible and comply with CWLP's interconnection and net metering requirements. Inverters must be certified, meeting the most current edition of UL 1741 and have a minimum 5 year warranty. PV modules must be certified, meeting the most current edition of UL 1703 and have a 20 year warranty. The minimum size PV installation eligible for this rebate is 0.5KW. **b) Eligible Customers** defined as building owners who are directly metered electric customers of CWLP with no outstanding account balance more than 33 days past due. Rebates for customers with accounts more than 33 days past due will be held until customer is current with all past due charges. CWLP rebates are awarded to eligible customers only for qualifying PV product(s) installed permanently on property owned by the CWLP customer at the location identified as the installation address on this application. Customers are ultimately responsible for compliance with these [Terms and Conditions](#). **Government entities, except K-12 public schools, are not eligible under this program.**

2. PRE-INSTALLATION APPROVAL: This Pre-Approval Application must be complete, signed by the customer and accompanied by the requested documentation in order to be considered. Customer will be notified in writing of pre-approval for participation in the Solar Rewards Rebate Program. Pre-approval does not obligate CWLP to award any rebate payments. **a) The customer has 90 days from the date on the pre-approval notice to submit a [Solar Rewards Post Installation form](#) and documentation verifying that the PV installation has been completed.** Final determination for and rebate calculation will be based on final documentation received by CWLP. **b) After 90 days if no contact for approval has been made and no Post Installation form has been received, the funds will be released and the customer will be notified in writing. All paperwork must be submitted within one year of installation to be considered.**

3. POST-INSTALLATION VERIFICATION: CWLP reserves the right to inspect any PV installation submitted for rebate. Applicant must comply with inspection and verification requests; if the applicant refuses the rebate will be forfeited.

4. REBATE AMOUNTS: **a) The rebate is calculated at \$1,500 per kW DC per residence or facility, for a maximum rebate of \$15,000.** The DC wattage rating provided by the manufacturer will be the sole source used to determine the rebate amount. A residence/facility is defined as a contiguous property for which a single customer is responsible for paying the CWLP electric bill. **b) CWLP reserves the right to adjust the rebate amount based upon its independent assessment of appropriate cost estimates.** **c) Rebate amounts under \$1,000 will be processed as a CWLP bill credit. For rebates exceeding \$1,000, applicant may request payment in the form of a bill credit or check.** Applicant must provide FEIN/Social Security Number if check payment is requested. A Statement of Purpose for Collection of Social Security Numbers Identity-Protection Policy will be furnished upon request. If a check is issued, applicant has sole responsibility for federal, state and local taxes.

5. PV PRODUCT COST DOCUMENTATION: The customer must provide copies of all paid invoices providing verification of the quantities and pre-tax costs of purchasing and installing qualifying PV product materials. Rebate payment will not be processed until invoices are received and verified by CWLP. Invoices must itemize totals for PV equipment and completed installation.

6. REBATE PAYMENT: **a) CWLP will process rebate payments upon receipt of Solar Rewards Post-Installation form *and* supporting documentation only after verification of PV Project completion has been received by the CWLP Transmission and Distribution [T & D] Department and the Permission to Interconnect Letter [PTI] has been mailed. Allow 6-8 weeks for rebate processing. PV Project completion requires: (1) completed installation of approved qualifying PV products and (2) submission of all verification documentation to CWLP within one year of installation date.**

7. PROGRAM CHANGES/ CANCELLATION: **a) CWLP may change the program requirements, rebate calculation, or [Terms & Conditions](#) at any**

time without notice, including suspending acceptance of Pre-Approval Applications or terminating the program. **b) CWLP is not obligated to approve any submitted rebate application that may result in CWLP exceeding its program budget.** **c) Submission of a completed Pre-Approval Application for Solar Rewards Rebate does not guarantee the customer a rebate.** **d) Rebates under the CWLP Solar Rewards Rebate Program are offered on a first-come, first-served basis and are subject to project approval and customer eligibility as outlined in these [Terms and Conditions](#), and the availability of funds.**

8. PUBLICITY OF CUSTOMER PARTICIPATION: CWLP may wish to publicize information relating to customer participation in the program, including such data as projected energy savings and rebate amount. CWLP will make all efforts to obtain customer permission before making such information public.

9. LIMITATION OF LIABILITY AND INDEMNIFICATION: **a) CWLP liability under this application for rebate will be limited to the rebate amounts specified on this rebate application. CWLP shall not be liable to the customer for any special, indirect, consequential or incidental damages or for any damages in tort (including negligence) caused by any activities associated with this rebate application. By participating in this program, Customer agrees to waive any claims and fully releases CWLP from any damages of any kind.** **b) Customer hereby irrevocably and unconditionally waives any right such party may have to a trial by jury or to initiate or become a party to any class action claims in respect of any action, suit or proceeding directly or indirectly arising out of or relating to this application or the transactions contemplated by this application.** **c) The customer shall protect, indemnify, and hold harmless CWLP from and against all liabilities, losses, claims, damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, attorney's fees and expenses) incurred by or assessed against CWLP arising out of or relating to the performance of this rebate application.**

10. NO WARRANTIES: **a) CWLP does not endorse, guarantee, or warrant any particular manufacturer or product, and it provides no warranties, expressed or implied, including any implied warranty of merchantability or implied warranty of fitness for any product or services. CWLP is not liable or responsible for any act or omission of any contractor. The customer's reliance on warranties is limited to any warranties that may be provided by contractors, vendors, etc.**

b) CWLP is not responsible for verifying that the installation of the PV product(s) is proper or complies with any particular laws, codes, or industry standards. CWLP does not make any representations of any kind regarding the results to be achieved by the installed qualifying PV products or the adequacy or safety of such measures.

11. CUSTOMER MUST PAY ALL TAXES: Rebates received by the customer under this rebate program may be taxable by the federal, state, and local government. The customer is responsible for declaring and paying all such taxes.

12. MISCELLANEOUS: **a) The entire agreement between the customer and CWLP for participation in the Solar Rewards Rebate Program is composed of a signed Pre-Approval Application, Application for Interconnection, Contract for Net-Metering and Post-Installation form and these [Terms and Conditions](#).** **b) Paragraph headings are for the convenience of the parties only and are not to be construed as part of these [Terms and Conditions](#).** **c) The Customer acknowledges that the only individuals authorized to bind CWLP under this Solar Rewards Rebate Program are CWLP staff.** **d) If any provision of the [Terms and Conditions](#) is deemed invalid by any court or administrative body having jurisdiction, such ruling shall not invalidate any other provision, and the remaining [Terms and Conditions](#) shall remain in full force and effect in accordance with their terms.** **e) If a dispute arises out of, or relates to this application, or the breach thereof, the dispute will be settled through negotiation. Otherwise, resolution of disputes concerning these [Terms and Conditions](#), or any other requirement of this application or condition of rebate, resolution will be governed in all respects by the laws, statutes, and regulations of the State of Illinois.** **f) Customer shall not assign any rights it may have under this application without the prior written consent of CWLP. Any assignment in violation hereof shall be deemed null and void.**

APPLICATION FOR INTERCONNECTION

Contract Number:

Customer Service Address

Name _____
Address _____
City _____
Zip Code _____

Customer Billing Address

Name _____
Address _____
City _____
Zip Code _____
Phone number _____
Account Number: _____

This contract is made and entered into this ____ day of _____, _____, by and between the City of Springfield, Illinois, hereinafter referred to as City, and _____ hereinafter referred to as Customer.

WITNESSETH:

WHEREAS, City owns and operates an electrical transmission and distribution system known as City Water Light and Power, herein referred to as CWLP, serving the businesses and residences of the City of Springfield and certain environs, and

WHEREAS, Customer proposes to install an on site generator of less than 1000 KVA and is described as _____, and

WHEREAS, Customer desires to operate and maintain an on-site generator interconnected to CWLP.

NOW, THEREFORE, for and in consideration of the premises and mutual undertakings hereinafter set forth, it is agreed by and between City and Customer as follows.

1. Interconnection of on-site generating facilities means service to an electric Customer under which the generating facilities on the Customer's premises shall be synchronized to CWLP distribution facilities.
2. The Customer understands that any costs CWLP incurs associated with the interconnection shall be borne by the Customer. Also, any additional facilities necessary to accommodate the Customer may require a supplemental facility charge.
3. The Customer's on-site generating facility must also abide by CWLP's Rules and Specifications.
4. The Customer understands that City is to be held harmless for any liabilities associated with the operation of the Customer's generating facilities.
5. The City shall have the right to terminate electric service or require the Customer to immediately disconnect the on-site generating facilities without advance notice or liability to the City if in the City's sole reasonable judgment and discretion, (a) continued electrical generation by Customer may be dangerous to life, limb or property or jeopardizes operation of City's distribution system; (b) if there are replacements of Customers electric generating facilities or significant alterations to them; (c) if failure of Customer's generating facilities will cause disturbances to the City's distribution system; (d) if Customer generating facilities cause any significant electric problems with any other City Customers; or (e) if Customer violates any term or condition of this agreement or any applicable code such as, but not limited to, National Electric Code (NEC) Article 690, Institute of Electrical and Electronic Engineers (IEEE) 929, IEEE 1547 and Underwriters Laboratories (UL) 1741.
6. Customer understands the terms and conditions of interconnection are governed by the City, and are subject to change. The initial term of this agreement shall be one year, and shall remain in effect until canceled by the City or the Customer. There is no guarantee of interconnecting facilities in perpetuity.
7. Customer shall install a lockable, visible-break isolation device at the generating facility. Customer shall allow City full access to the device. The device may be locked in a position as part of necessary maintenance work performed by the City.
8. All generating facilities shall be installed to current applicable NEC and IEEE standards. The Customer is required to submit the following information in regards to the generator:
 - a. Compliance with IEEE 929 or UL 1741.
 - b. Design tests performed on the unit, in accordance with IEEE 1547 Section 5.1.
 - c. List of Factory recommended field tests.

On-site generating facilities below 250 kVA capacity shall comply with IEEE 1547

section 5.5, Periodic Interconnection Tests. All interconnection-related protective functions and associated batteries shall be periodically tested at intervals specified by the manufacturer, system integrator, or the authority that has jurisdiction over the Distributed Resource (DR) interconnection, or all tests shall be performed at a minimum of every 3 years. Periodic test reports or a log for inspection shall be maintained, these shall be submitted to CWLP Engineering department every three years.

9. On-site generating facilities 250 kVA and above shall perform all interconnection-related protective functions and associated batteries on a yearly basis. All test reports shall be submitted to CWLP's Engineering department after completion of the yearly testing.
10. Customers having three phase service with CWLP will be required to install three phase generator.
11. Customer agrees that CWLP shall inspect and approve the installation prior to hookup, and that CWLP shall witness operational test run of interconnected facilities.
12. Customer agrees not to make any alterations or modifications to the interconnected facilities without notice and approval by CWLP.
13. CWLP assumes no responsibility for the protection of the Customer's on-site generating facilities or any other portion of the Customer's electrical equipment.
14. Customer agrees to give CWLP access to conduct periodic inspections of the Customer's equipment.
15. Customer shall be liable for any damage caused to CWLP equipment or personnel as the result of any deviation from published standards such as, but not limited to, NEC 690, IEEE 929, IEEE 1547 and UL 1741.
16. Customers with a renewable energy generator of 25kW or less are eligible for net metering service upon request. In either case a separate contract for Net Metering is required. Any renewable energy generator over 25kW will be subject to a CWLP engineering review to determine eligibility for net metering.

BY:

Customer

Date: _____

Superintendent Electric T & D Engineering
City Water Light and Power
City of Springfield, IL

Date: _____

CONTRACT FOR NET METERING

Contract Number:

Customer Information

Name _____

Address _____

City _____

Zip Code _____

Phone number _____

Account Number: _____

This contract is made and entered into this ____ day of _____, _____, by and between the City of Springfield, Illinois, hereinafter referred to as City, and _____ hereinafter referred to as Customer.

WITNESSETH:

WHEREAS, City owns and operates an electrical transmission and distribution system know as City Water Light and Power, herein referred to as CWLP, serving the businesses and residences of the City of Springfield and certain environs, and

WHEREAS, Customer proposes to install a renewable generator of either less than 25 KW or meeting CWLP engineering review, and is described as _____, and

WHEREAS, City is willing to net meter said interconnected renewable generator, all in accordance with the terms and provisions hereinafter set forth.

NOW, THEREFORE, for and in consideration of the premises and mutual undertakings hereinafter set forth, it is agreed by and between the City and Customer as follows.

1. Customer understands that any costs CWLP incurs associated with the net metering program shall be borne by the participants in the net metering program, some of these costs are billed on a monthly basis. Also, any additional facilities necessary to accommodate net metering Customer’s may require a supplemental facility charge.
2. The Customer’s generating facility must also abide by CWLP’s Rules and Specifications.

3. It is also understood that Customer generated energy in excess of the energy required by the Customer's load during a billing period shall be carried forward to the next billing period. Upon closing of an account Customer's shall surrender to CWLP any excess energy. Under no circumstances will there be payments, or credit transfers, for excess energy.
4. The Customer understands that CWLP is to be held harmless for any liabilities associated with the operation of the Customer's generating facilities.
5. Customer understands the terms and conditions of net metering are governed by the City, and are subject to change. The initial term of this agreement shall be one year, and shall remain in effect until canceled by the City or the Customer. There is no guarantee of net metering in perpetuity.

BY:

Customer

Date: _____

Superintendent Electric T & D Engineering
City Water Light and Power
City of Springfield, IL

Date: _____