

# R1

## RESERVATION APPLICATION FORM EMERGING RENEWABLES PROGRAM

- Modify Existing Record # \_\_\_\_\_
- Affordable Housing Project
- New Construction

### 1. Physical Site of System Installation

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 2. Purchaser Name and Mailing Address

\_\_\_\_\_

\_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

### 3. Equipment Seller (Must be registered)

Company: \_\_\_\_\_

City: \_\_\_\_\_ CEC ID (if known): \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

### 4. System Installation (Write "Owner" if not hiring contractor)

Company: \_\_\_\_\_

City: \_\_\_\_\_ License No.: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### 5. Electric Utility (Attach all pages of monthly statement)

PG&E  SCE  SDG&E  BVE Service ID: \_\_\_\_\_

Billing Period: \_\_\_\_\_ KWh Used: \_\_\_\_\_

Note: If new construction attach building permit. Permit No. \_\_\_\_\_

### 8. Declaration

The undersigned parties declare under penalty of perjury that the information in this form and the supporting documentation submitted herewith is true and correct to the best of their knowledge and that the following is true:

- All system equipment is new and unused and has been purchased within the last 18 months,
- The generating system is intended primarily to offset Purchaser's electrical needs at the site of installation
- The Purchaser's intent is to operate the system at the above site of installation for its useful life or the duration of the lease agreement and
- The generating system will be interconnected with the distribution system of the electric utility identified above.

The undersigned parties further acknowledge that they are aware of the requirements and conditions of receiving funding under the Emerging Renewables Program (ERP) and agree to comply with all such requirements and conditions as provided in the Energy Commission's ERP Guidebook and Overall Program Guidebook as a condition to receiving funding under the ERP. The undersigned Purchaser authorizes the Energy Commission during the term of the ERP to exchange information on this form with the Purchaser's electric utility to verify compliance with the requirements of the ERP.

Submit complete application by fax at (916) 653-2543 or by mail to:

California Energy Commission  
Emerging Renewables Program (MS-45)  
1516 Ninth Street  
Sacramento, CA 95814-5512

### 6. Equipment (PV modules, turbines, inverters, meters)

|                      | Quantity | Manufacturer, Model (see CEC lists) |
|----------------------|----------|-------------------------------------|
| Generating Equipment |          |                                     |
|                      |          |                                     |
|                      |          |                                     |
| Inverters, Meters    |          |                                     |
|                      |          |                                     |
|                      |          |                                     |

Estimated annual energy production \_\_\_\_\_ kWh/Year

### 7. Rebate and Other Incentives

System Rated Output \_\_\_\_\_ watts

Total System Cost: \$ \_\_\_\_\_

Expected Rebate: \$ \_\_\_\_\_

Pay Rebate to:  Purchaser  Seller

Reassign payment?  Yes  No

If yes, submit form 1038 R5 with payment request.

Other Incentives: \$ \_\_\_\_\_

Source/Record No.: \_\_\_\_\_

**Purchaser Signature**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Equipment Seller Signature**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Necessary Supporting Documentation.
- All pages of a monthly electric utility bill.
  - Agreements to purchase and install equipment.
  - Payee Data Record (Form STD-204) if payee identified has not previously been paid by the Energy Commission.
  - If not a standard rebate application, attach other required documentation as specified in the ERP Guidebook.

## INSTRUCTIONS FOR THE RESERVATION REQUEST FORM (CEC-1038 R1)

Title Box: Indicate if the request is to modify an existing reservation application, is for affordable housing, new construction.

### Section 1. Physical Site of System Installation

Provide the complete address for the site (parcel) of installation. Note that the site is the legal parcel of land on which the system is installed.

### Section 2. Purchaser

Provide the purchaser name, company name if appropriate, and complete mailing address (as it would be written on a letter to be mailed). Enter the site address information even if it is the same as the site of installation address. Also enter the phone number and fax number of the purchaser.

### Section 3. Equipment Seller Information

Provide the name of the equipment seller's company and city where located. If known also enter the CEC ID number for the seller available from the list of eligible equipment sellers [[www.consumerenergycenter.org/erprebate](http://www.consumerenergycenter.org/erprebate)] for most companies. Also enter the phone number and fax number. The equipment seller must register with the Energy Commission each year for the application to be considered. If not already registered provide a filled out Seller Registration Form (CEC-1038 R4) with the application. The seller must also sign and date the application form if the seller is the designated payee of the rebate. Enclose a copy of the purchase agreement with the application form.

### Section 4. System Installation

Identify the name of the company hired to install the system or write in "owner install" (if a contractor is not hired and paid by the purchaser to install the system, the application will qualify for a 15% lower rebate). If installed by a licensed contractor, provide the contractor's license number, phone and fax number. All contractors must have an active "A", "B", "C-10" or "C-46" license. A standard five year warranty form (Form CEC-1038 R3) must be submitted later when payment is requested for systems installed by a contractor to qualify for the full rebate amount. Enclose a copy of the signed contract with the application form.

### Section 5. Utility Bill

Identify the Purchaser's electric utility provider at the site where the system will be installed. Also identify from a monthly billing statement the service ID number, billing start and end period, and the energy usage in kWh for that monthly period. Provide all pages of the monthly billing statement with the application.

### Section 6. System Equipment (PV modules, turbines, inverters, performance meters and other)

Provide the quantity, name of the manufacturer and exact model number for the eligible equipment as identified at [[www.consumerenergycenter.org/erprebate](http://www.consumerenergycenter.org/erprebate)]. Clearly identify the generating equipment such as PV modules or wind turbines in the upper section. Also identify the inverters and system performance (kWh) meters (some inverters contain eligible performance meters). Eligible generating equipment, inverters and rating information is located on the Commission's website [[www.consumerenergycenter.org/erprebate](http://www.consumerenergycenter.org/erprebate)] Calculate and include the system output by multiplying the inverter efficiency rating by the quantity and rating of the generating equipment used (for PV modules use the PTC rating in watts). If the inverter rated output is less than the system output (watts), the inverter rated output will be used to calculate the rebate. Where more than one type of inverter is used the weighted average inverter efficiency will be used.

### Section 7. Rebate and Other Incentive Information

Calculate and include the system output by multiplying the inverter efficiency rating, the quantity of generating equipment, and the generating equipment rating in watts (PTC rating for PV).

$$\text{Quantity} \times \text{Equipment Rating} \times \text{Inverter Efficiency Rating} = \text{System Output (watts)}$$

If the sum of the inverter rated output is less than the system output (watts), the inverter rated output will be used to calculate the rebate. Where more than one type of inverter is used the average inverter efficiency will be weighted based on inverter rated capacity. The sum of the inverters' continuous rated output capacities will specify the maximum system output for determining the rebate.

Provide the system installed cost (before the ERP rebate). The ERP requires that incentives from other sources be accounted for before determining the rebate from the ERP. Fifty percent of any incentive received or expected from a utility incentive program, a State of California or federal government sponsored incentive program, other than tax credits, must be subtracted from the ERP rebate amount requested. The "Total Request" should therefore be based on the ERP rebate level in place at the time the application is received by the Commission and the system cost after subtracting other incentives.

Check the box indicating whether the incentive is to be paid to the purchaser or seller. Also identify if the payment is to be "reassigned" to another party (such as a bank or other entity) by marking the appropriate box. If any, identify incentives expected or received from other sources. If an incentive from the ERP was received previously for this site, include the incentive amount and, if known, the reservation number, for the prior application.

### Signatures:

The purchaser must always print and sign his or her name on the form. If the seller is designated as the payee, the seller must also sign his or her name on the form. Please indicate if the rebate payment is to be assigned to a third party. A third party is an entity other than the purchaser or seller

### Submit your request by fax (916) 653-2543 or by mail to:

ERP, Reservation Request  
California Energy Commission  
1516 9<sup>th</sup> Street, MS-45  
Sacramento, CA 95814-5512