

SOLAR ELECTRIC (PHOTOVOLTAIC) SYSTEM PRE-APPROVAL INCENTIVE APPLICATION FOR BUSINESS

OFFICE USE ONLY
PROJECT ID:

This Incentive Application form is valid from February 1, 2010 to June 30, 2010.

This application must be submitted and approved prior to any equipment being ordered, purchased or installed.

Focus incentives are subject to change. Please visit focusonenergy.com/incentives/business to ensure you are using the most current form.

Projects of 0.5 to 50 kilowatts. Initial Application Updated Application

SECTION 1: CUSTOMER LEGAL INFORMATION (as shown on your income tax return)

Company Legal Name		Tax Identification Number—complete only one (must be 9 digits) FEIN #: _____ - _____ OR SS #: _____ - _____ - _____	
Legal Mailing Address		City	State
			ZIP Code
Business Classification of Customer (Check ONE): <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor/Individual <input type="checkbox"/> LLC <input type="checkbox"/> Other: _____			<input type="checkbox"/> For Profit <input type="checkbox"/> Not for Profit

SECTION 2: PAYMENT INFORMATION

Make Incentive Check Payable to: Company Business Owner's Legal Name (Only if Sole Proprietor) Market Provider

Mail check to: <input type="checkbox"/> Company Legal Address <input type="checkbox"/> Job Site Address <input type="checkbox"/> Alternate Address (complete below)		Attention to:	
Alternate Pay Address		City	State
			ZIP Code

SECTION 3: JOB SITE INFORMATION (where equipment was installed or service performed)

Job Site Name		Project Contact Name	
Job Site Street Address (physical location)		Project Contact Email	
City	State WI	ZIP Code	Project Contact Telephone
Electricity Provider at Job Site		Natural Gas Provider at Job Site	
Current space heating fuel type: <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____		Current water heating fuel type: <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____	
What is the predominant use of the building space where equipment will be installed? (Check ONE)			
<input type="checkbox"/> Office	<input type="checkbox"/> Lodging	<input type="checkbox"/> Health Care	<input type="checkbox"/> School (K-12)
<input type="checkbox"/> Retail	<input type="checkbox"/> Theater, Arena or Convention Assembly	<input type="checkbox"/> Agricultural	<input type="checkbox"/> College (secondary) (Specify Grades: _____)
<input type="checkbox"/> Food Sales	<input type="checkbox"/> Laundromat, Fitness, Entertainment or Public Services	<input type="checkbox"/> Industrial	<input type="checkbox"/> Dormitory
<input type="checkbox"/> Food Service		<input type="checkbox"/> Warehouse	<input type="checkbox"/> Place of Worship (Specify: _____)

SECTION 4: MARKET PROVIDER INFORMATION See Market Provider information section on the Program Information and Requirements page

Market Provider Name		Tax Identification Number—complete only one and only if receiving payment (must be 9 digits) FEIN #: _____ - _____ OR SS #: _____ - _____ - _____	
Market Provider Street Address		City	State
			ZIP Code
Lead Installer's Name	Telephone	Email	
Business Classification of Market Provider (only if receiving payment): <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor/Individual <input type="checkbox"/> LLC <input type="checkbox"/> Other: _____			

SECTION 5: OWNER/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 job site address. I have read the terms and conditions associated with this program.

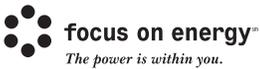
Customer Signature	Customer Name (Print)	Date
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FORM SUBMITTAL: Return signed, completed form to:

Mail: Focus on Energy, Renewable Energy Incentives, 431 Charmany Drive, Madison, WI 53719

Email: Applications and invoices can be scanned and emailed to renewableapplications@focusonenergy.com

Fax: 608.237.2147 **Questions:** Call 800.762.7077



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STEPS TO APPLY

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 market providers on the [Focus on Energy Full Service Solar Electric System Installation Firms](http://focusonenergy.com/fullserviceinstallers) list (focusonenergy.com/fullserviceinstallers).
3. Your market provider must design the system according to the system requirements specified in this application.
4. Complete and email, fax, or mail a signed copy of this application to the address at the bottom of the page.
5. Business owners that target the efficiency of their buildings prior to the installation of a solar electric system may be eligible for the enhanced Efficiency First incentive. Please see the DETERMINING THE INCENTIVE LEVEL section 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 application is approved, please update the information on the system using a new incentive application and mail it to the address listed below. If the updated incentive 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 your cash incentive, mail the Notice of Installation to the address at the bottom of this page. The incentive payment may be made to either the system owner or the market provider. If it is made payable to the market provider, the system owner must be credited the amount of the incentive by the market provider, and that credit must appear on the invoice(s) that is submitted to Focus with the Notice of Installation.

SOLAR ELECTRIC 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](http://focusonenergy.com/fullserviceinstallers) 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 or less.
- **Certified Modules and Inverters:** Solar electric modules and inverters must be on California's list of eligible equipment (gosolarcalifornia.ca.gov/equipment/index.html).
- **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 market provider 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 incentive.

SYSTEM SPECIFICATIONS AND COST ESTIMATE

Manufacturer and Model	Rated Capacity	Number	Total Capacity	Cost
Modules:	_____ Kilowatts per module		kW (DC)	
Inverter:	_____ Kilowatts per inverter		kW (AC)	
Rack:	NA		NA	
Charge Controller: ¹	_____ Amps			
Batteries: ¹	_____ Amp hours per battery			
Balance of System and Other	Labor	Shipping	Tax	TOTAL SYSTEM COST

¹ Only for systems with batteries.

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SYSTEM DETAILS

Estimated Installation Date	Annual Shading Estimate (Do not include snow shading) %	Shading Tool Used
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RACKING Complete appropriate section based on type of rack

Type	Description	Module Compass Direction (degrees)	Module Tilt Angle (degrees)
<input type="checkbox"/> Fixed Rack	<input type="checkbox"/> Roof, flush <input type="checkbox"/> Ground, without pole <input type="checkbox"/> Roof, with standoffs <input type="checkbox"/> Ground, top of pole		
<input type="checkbox"/> Single Axis Tracking Rack	<input type="checkbox"/> Ground, top of pole <input type="checkbox"/> Ground, without pole	NA	
<input type="checkbox"/> Dual Axis Tracking Rack	NA	NA	NA

INSTRUCTIONS

- **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 INCENTIVE 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 cash incentive. The appropriate incentive is multiplied by your system's adjusted PVWatts' annual production estimate to determine your cash incentive. Focus on Energy offers enhanced Efficiency First incentives to business owners who target the energy efficiency of their business prior to the installation of a solar electric system. To determine if you qualify for the Efficiency First incentive, please complete the worksheet on page 4. The cash incentive for solar electric systems can not exceed the Maximum Cost Share or Maximum Cash Incentive.

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

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EFFICIENCY FIRST INCENTIVE WORKSHEET FOR RENEWABLE ENERGY SYSTEMS

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

Complete the worksheet below to determine if your renewable energy system qualifies for the Efficiency First incentive. To qualify, the job site of the renewable energy system must fully satisfy the requirements of one of the efficiency tracks listed below by the time the system is installed. This worksheet may be submitted with the incentive application to be preapproved for the Efficiency First incentive or it may be submitted with the Notice of Installation after your system has been installed. Please note that renewable energy systems installed at job sites that do not fully satisfy any of the efficiency tracks listed below, at or before the time of installation, do not qualify for the Efficiency First incentive.

This renewable energy system qualifies for the Efficiency First incentive because the job site satisfies the indicated energy efficiency track:

Focus on Energy Track

- This job site has received incentives from Focus on Energy for implementing energy efficiency measures between January 1, 2008 and the completion date of this renewable energy system that are estimated, by Focus, to save as much energy¹ as the renewable energy system is expected to save on an annual basis.
- Energy advisors are available to assist with these calculations if necessary

ENERGY STAR® Rating, 75+ Track

- The building located at the job site has an ENERGY STAR rating of 75 or greater
- Please include the ENERGY STAR Statement of Performance with the Data Checklist and Facility Summary, to document your building's ENERGY STAR rating
- Energy advisors are available to assist with the rating calculation if necessary

Leadership in Energy Efficient Design (LEED) Track

- The building located at the job site of the renewable energy 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 building located at the job site of the renewable energy 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

I understand that this renewable energy system will not qualify for the Efficiency First incentive because the job site has not satisfied any of the tracks listed above.

¹ Focus on Energy uses the following conversion factors to normalize kilowatt-hours (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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PROGRAM INFORMATION AND REQUIREMENTS

INCENTIVE LIMIT

Cash incentives are limited to \$350,000 per project and \$750,000 per customer in a calendar year for all Focus on Energy incentives.

PRESCRIPTIVE INCENTIVES

Cash incentives are available for a variety of technologies. Check the Focus on Energy Web site at focusonenergy.com/incentives/business or call 800.762.7077 for more information. Depending on your business tax classification, the IRS may require you to pay taxes on incentives totaling over \$600 per calendar year.

TERMS & CONDITIONS

- System Location:** The renewable energy system must be installed on a job site whose owner purchases electricity from an electric provider participating with Focus on Energy for that site.
- Pre-Approval:** A pre-approval application for a Focus on Energy incentive 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.
- One-Year Project Deadline:** The renewable energy system must be installed and the Notice of Installation submitted within one year from the date of approval. 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 Focus on Energy may cancel your incentive. You will receive a written warning 30 days before your incentive 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.
- Notice of Installation:** The incentive will be paid after the system has been installed and a complete Notice of Installation has been submitted. Dated invoices or receipts for all projects must be submitted with the Notice of Installation. Only costs directly linked to the renewable energy system are eligible. The incentive will be paid within 6–8 weeks of receipt and acceptance of the Notice of Installation.
- System Operation:** The incentive recipient agrees to operate the renewable energy equipment, at the location proposed and as described in the application, for a period of at least three (3) years.
- Compliance:**
 - All projects are expected to comply with federal, state and local codes.
 - All equipment must be new. Used or rebuilt equipment is not eligible for incentives.
 - Equipment must meet system requirements.
 - Only one incentive will be granted for each project. Incentives granted to contractors, distributors or other market providers cannot also be claimed by end-use customers.
- Publicity:** Focus on Energy reserves the right to publicize your participation in this program, unless you specifically request otherwise in writing. Requests should be emailed to renewableapplications@focusonenergy.com.
- Program Discretion:** Incentives are available on a first-come, first-served basis. This offer is subject to change or termination without notice at the discretion of the Focus on Energy Program.
- Focus Logo:** Customers or market providers may not use the Focus on Energy name or logo in any marketing, advertising or promotional materials without prior written permission.
- Disclaimers:** Focus on Energy
 - Does not endorse any particular market provider, manufacturer, product, labor or system design by offering this program;
 - Will not be responsible for any tax liability imposed on the customer or market provider as a result of the payment of incentives;
 - Does not expressly or implicitly warrant the performance of installed equipment or contractor's quality of work (contact your contractor for detailed warranties);
 - Is not responsible for the proper disposal/recycling of any waste generated as a result of this project; and
 - Is not liable for any damage caused by the installation of the equipment or for any damage caused by the malfunction of the installed equipment.
- Monitoring and Verification:** Focus on Energy evaluates program efficacy by monitoring energy use / production prior to and after installation of your energy efficiency or renewable energy project. Program staff may conduct this monitoring or perform an inspection of the facility to survey the installed projects. Your signature on this application provides Focus on Energy approval to obtain energy data directly from your electric and/or natural gas provider(s). Any customer receiving an incentive check may be contacted by an evaluator to verify service/equipment installation or be asked to complete a customer survey.
- Additional Terms:** Focus on Energy reserves the right to:
 - Withhold payment until any identified problems with the renewable energy system are resolved.
 - Monitor or evaluate the performance of the system for a period of two (2) years.

UTILITY ELIGIBILITY

Incentives for specific technologies are offered by Focus on Energy to business customers including commercial, industrial, state, federal and local governments, agricultural, and schools/institutions with locations in Wisconsin. Customers of a participating electric provider are eligible for electric technology incentives only. Customers of natural gas providers are eligible for gas savings technology incentives only. Customers who have both a participating electric provider and a participating natural gas provider could qualify for all incentives. To determine eligibility, visit the Focus on Energy Web site at focusonenergy.com/utilities.

MARKET PROVIDER INFORMATION

A market provider represents the company who provided/installed the equipment for your project or performed the service for which you are seeking an incentive. The FEIN and Business Classification of the market provider is required **IF** you received your incentive as a credit on your invoice, whereby the incentive is owed to the market provider. In this scenario, the credit must be clearly labeled as the Focus on Energy incentive and deducted from the amount due.

If your project was completed by more than one market provider (example, equipment was purchased from one market provider but installed by another market provider) and the incentive is being paid to you the customer, please enter the information of the market provider who installed your equipment in Section 4: Market Provider Information.

Focus on Energy works with eligible Wisconsin residents and businesses to install cost effective energy efficiency and renewable energy projects. Focus information, resources and financial incentives help to implement projects that otherwise would not get completed, or to complete projects sooner than scheduled. Its efforts help Wisconsin residents and businesses manage rising energy costs, promote in-state economic development, protect our environment and control the state's growing demand for electricity and natural gas.

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