

R2

REBATE PAYMENT CLAIM FORM EMERGING RENEWABLES PROGRAM



Mail complete payment claim to:
California Energy Commission
ERP, Payment Claim
1516 Ninth Street (MS-45)
Sacramento, CA 95814-5512

Record Number _____

Payee Number _____

[CEC use only]

[CEC use only]

Total Eligible Cost: \$ _____ Date CFA: _____

SRO watts: _____ Rebate @ _____ = \$ _____

1. Confirmation of Reservation Amount

_____ has been granted a reservation of \$ _____ for a _____ kW renewable energy generating system. The reservation will expire on _____. The system is being installed at _____ and is expected to produce _____ (kWh per year). The payment will be made to the _____.

The generation system must be completed and the claim submitted with the appropriate documentation by the deadline. Claims must be postmarked by the expiration date or the reservation will expire. This reservation is non-transferable. System must be installed at the installation address and sold to the above.

2. System Equipment (Modules, Wind Turbines, Inverters, kWh Meters)

Number	Manufacturer	Model
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total System Price \$ _____

Amount paid by purchaser to date: \$ _____

Orientation: (Circle One) W, SW, S, SE, E, Other

Tilt: (Circle one) None, 1-15, 15-30, >30 Degrees

Tracking system type: _____

3. Modifications

Has any of the information in section 1 or 2 above changed? Yes No

If yes note the changes before claiming payment.

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. The parties further declare under penalty of perjury that the following statements are true and correct to the best of their knowledge:

- (1) The electrical generating system described above and in any attached documents meets the terms and conditions of the Energy Commission's Emerging Renewables Program and has been installed and is operating satisfactorily as of the date stated below.
- (2) The electrical generating system described above and in any attached documents is properly interconnected to the utility distribution grid and has or will be issued utility approval to operate the system as interconnected to the distribution grid.
- (3) The rated electrical output of the generating system, the physical location of the system, and the equipment identified were installed as stated above.
- (4) Except as noted above, there were no changes in the information regarding the seller, installer, purchaser, generating system specifications, installation location, or price from that information provided in the Reservation Request Form originally submitted by the undersigned.

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. As specified in the ERP Guidebook, the undersigned Purchaser authorizes the Energy Commission during the term of the ERP to exchange purchaser information on this form with the Purchaser's electric utility in order to verify compliance with the ERP requirements. If a copy of the utility "letter of authorization to operate" the system is not submitted with this payment claim form, the undersigned Purchaser understands that he/she is obligated to submit a copy of this letter to the Energy Commission once it is received.

Purchaser
Print Name: _____
Signature: _____
Date: _____

Seller
Print Name: _____
Signature: _____
Date: _____

Is payment assigned to another party? Yes No
If yes, attach the payment assignment form (CEC-1038 R5) with original signatures.

IMPORTANT - Necessary Supporting Documentation

1. Final building permit and final inspection signoff;
2. Final invoice(s) confirming the total amount paid for the system equipment and installation;
3. Five-year warranty (CEC-1038 R3 form);
4. Utility letter of authorization to interconnect the system or the "Authorization to Receive Customer Information or Act on a Customers Behalf" form to access the Purchaser's utility data;
5. Utility bill or other proof of electrical service and consumption at the site of installation if not previously provided;
6. Payee Data Record (STD-204)

INSTRUCTIONS FOR THE REBATE PAYMENT CLAIM FORM (CEC-1038 R2)

The CEC-1038 R2 form is used to request payment for a completely installed and operational renewable energy system. The form specifies information about the renewable energy system that was to be installed at the time the reservation request was initiated. It also serves as a means of documenting what changes occurred from the time the reservation request was processed until the time the system was installed. The payment claim form must be submitted before the reservation expires.

Section 1. Confirmation of Reservation Amount

Self explanatory.

Section 2. System Equipment Installed

Fill in the equipment information requested including the number of units, the make, complete model number, and voltage (if applicable). Enter the total system price and the amount paid by purchaser to date. If the system is a PV system, identify the system's orientation, tilt, and type of tracking system, if any.

Section 3. Modifications

Check the "yes" box if changes were made to the system and note any changes in the information from the previously submitted Reservation Request Form. If more space is required to note changes, additional pages may be added to the form. Changes in equipment from the original application may affect its eligibility and the amount of the rebate. If no changes were made, check the "no" box.

Signatures:

The purchaser must always print and sign their name on the form. If the seller is the rebate payee, the seller must also print and sign their name on the form. Enter the date of each signature. Original signatures are required on the form.

Please indicate whether the rebate payment is to be assigned to a third party. A third party is an entity other than the purchaser or seller. If yes, please fill in the name and address in the space provided and attach the original of the assignment form (CEC-1038 R5). The assignment form must contain original signatures. Payees that assign the rebate payment to a third party will still be reported as the recipient of the payment(s) for tax purposes.

Attachments:

Several attachments to the form must also be submitted before the claim will be processed. These include:

- A copy of the final building permit and final signoff
- A copy of the final invoices confirming the total amount paid for the system equipment and installation
- A copy of the completed and signed CEC-1038 R3 form
- Letter of authorization from the utility to interconnect the system or purchaser's authorization to access utility data.
- A copy of the utility bill or other proof of electrical service and consumption at the site of installation if not previously provided.

Building Permit and Final Signoff:

The name and address on the building permit must match the installation address on the payment claim form.

Invoices:

The invoices must clearly identify the work that was done and the amount paid. This includes identifying the quantity, make and model numbers of major equipment installed and the labor charge for installation. To meet this requirement you may submit a copy of the final invoice(s) or a copy of the final contract(s) showing a zero balance or the amount paid by the purchaser. The invoice or contract should also indicate the extent to which the Commission's rebate lowered the cost of the system. Copies of bank statements, cancelled checks, or credit card statements may also be requested by Energy Commission staff. The final system price paid by the purchaser should match the price shown on any contract or invoice previously submitted. Any differences must be explained.

Warranty:

Complete and attach the CEC-1038 R3 form.

Proof of Utility Interconnection:

Utility letter of authorization to interconnect the system or the "Authorization to Receive Customer Information or Act on a Customers Behalf" form to access Purchaser's utility data. The address in document must match the address of the installed system.

Claiming a Rebate Without a Prior Reservation

To claim a rebate without a previously approved reservation, you must also submit a completed and signed Reservation Request Form (CEC-1038 R1).

Submit your request only by mail to:

ERP, Payment Claim
California Energy Commission
1516 9th Street, MS-45
Sacramento, CA 95814-5512

Allow at least 6 to 8 weeks from receipt of a complete payment claim application for payment. Payment will be mailed to the retailer or purchaser as indicated on the Reservation Request Form at the address indicated on the Payee Data Record form (STD-204), unless you have assigned payment to a third party.