

# APPLICATION SUBMITTAL PROCESS

- 1) Select a licensed contractor to install.
  - a. Please research contractor/installer and ensure they hold the appropriate license for the technology they are installing. <http://www.azroc.gov>
- 2) Meet with your installer to complete all TEP required program documents contained in TEP's Reservation Packet: Renewable Energy Credit Purchase Program (RECPP) Reservation Packet Coversheet, W-9, \*Up Front Incentive Agreement (UFI), Assignment of Payment (AOP) if applicable.
  - a. The installer is responsible for submitting the appropriate online application.
  - b. Following the online submission, your installer will send the properly completed Reservation Packet to TEP for review.
- 3) TEP will review the online application and Reservation Packet to ensure it conforms to program compliance.
  - a. TEP will confirm reservation funds are available.
    - i. If reservation funds are available, TEP will approve the request and send a confirmation letter direct to the customer. Under normal circumstances, you should expect to receive a letter within 30 days.
    - ii. If reservation funds have been exhausted, TEP will waitlist the application and send a letter directly to the customer. (You may choose to begin the installation of the system, at your own risk, **without TEP approval you will not be guaranteed to receive an incentive.**)
  - b. If approved, the installer will obtain the appropriate permits to begin the installation.
- 4) Installer shall notify TEP of project completion and jurisdictional approval by providing the Certificate of Completion. For Solar Hot Water/Space Heating projects, the installer needs to send a copy of the approved final inspection paperwork with the Certificate of Completion.
- 5) TEP, at their sole discretion, will perform an acceptance test to verify system performance.
- 6) UFI incentive payment is processed within 30 days of receipt of Certificate of Completion and acceptance test, provided all company documents have been received.
  - a. The payment will be mailed according to instructions given at the time of application and confirmed in the Reservation Packet. The payment either will go directly to the customer or to a third party designated by the customer per a signed Assignment of Payment form in file.
- 7) The Up Front Incentive Agreement is executed by TEP and a copy is mailed to the customer.

\*By signing and submitting the UFI Agreement to TEP the customer understands that TEP is assigned exclusive rights to all Renewable Energy Credits (REC) associated with solar project for the next 20 years.