

# Custom Incentive Application Requirements

Applications for custom incentives must include a cover letter listing the name, contact information (address, phone #, e-mail) of the applicant, along with a short project summary, including the amount of funding requested and the sector (i.e. general public, non-profit) that will benefit from the system. For non-profit organizations, include a brief summary of the organization's purpose or mission statement. In addition, information regarding the following items must be included.

Item	What is Required?
1. Project description	Project type, size, and information such as component manufacturer(s) and mounting type (for solar PV), or component manufacturer(s), design, and tower height (for wind power).
2. Project location	Address of installation (use physical location - not PO box). Specify if there are multiple locations.
3. Project parts list and costs	Include bid sheet (show complete and detailed parts list and costs).
4. Project design costs	If design costs are incurred, list amount and design contractor(s)' name and contact information.
5. Project labor costs	Include labor costs, when applicable.
6. Project total costs	Total parts, design, and labor costs (total lines 3 + 4 + 5).
7. Amount of funding requested	Provide amount and/or percentage of funding requested from NorthWestern Energy.
8. Other sources of funding	Include other funding sources that will support the project and amount of funding. (i.e. - self funded, State of Montana Alternative Energy Revolving Loan, other).
9. Past projects	List and describe any other projects that were funded using USB renewable funding at this location.
10. Nameplate capacity of system	System capacity in watts or kilowatts.
11. Projected system capacity factor	Expected average output divided by capacity.
12. Projected yearly output of system	Provide in annual kilowatt hours (kWh).
13. Projected life expectancy of system	Provide in years.
14. Projected lifetime output of system	Provide in kilowatt hours (kWh).
15. Will this system be used in tandem with any other source of renewable generation?	Yes or No. If answering yes, list other system type (i.e. - gas generator or other renewable technology).
16. Describe monitoring and verification plan for the project.	What methods will customer use to track kWh produced and how will system performance be determined?
17. Is there a system warranty and plan in place for system maintenance?	Yes or No. If yes, list (along with warranty information). If no, explain reasons for no maintenance and/or system warranty.
18. What permits and permit jurisdictions are applicable to this project?	List type of permit and jurisdiction (i.e. Electrical permit, City of Butte).
19. Identify the customer group the project will most benefit.	List primary group (i.e. - residential, commercial, low-income, government).
20. List environmental impacts of the project.	List impacts -positive and negative ( i.e. - greenhouse gas reductions, visual impacts of installations).
21. Will the project require net metering?	Yes or No. If no, explain.
22. Have you selected a contractor?	Yes or No. If yes, list the name and address of the contractor.
<b>Education or Combination Project/Education Applications Also Provide the Following:</b>	
1. Projected costs for educational seminars, media, tours, publications.	Provide type and projected cost.
2. Projected number of people impacted.	Provide both direct and indirect contact statistics.
3. List target audience group(s).	Provide all types (i.e. students, general public, industry professionals).
4. How will you verify project success?	Provide how contact statistics will be verified - if seminars or education, how will success be verified?