

**Before the Energy Resources Conservation and Development Commission of the  
State of California**

In the Matter of the Design of the New Solar Homes Partnership )  
Docket No. 06-NSHP-1 )  
New Solar Homes Partnership )  
Proceeding )  
\_\_\_\_\_ )

**ERRATA TO THE NEW SOLAR HOMES PARTNERSHIP  
COMMITTEE DRAFT GUIDEBOOK**

The following list of Errata is proposed for adoption as part of the revisions to the *New Solar Homes Partnership Guidebook* at the Energy Commission’s January 27, 2010, Business Meeting. The Errata provide staff clarifications to the text of this *Guidebook* based on party comments received during the comment period. The Errata make clarifying and conforming changes to revisions already proposed for the *Guidebook*.

***NEW SOLAR HOMES PARTNERSHIP GUIDEBOOK***

*Errata to the Guidebook are presented in gray highlight to make it easier to identify the changes.*

**I. INTRODUCTION**

**C. Summary of New Solar Homes Partnership Guidebook Requirements**

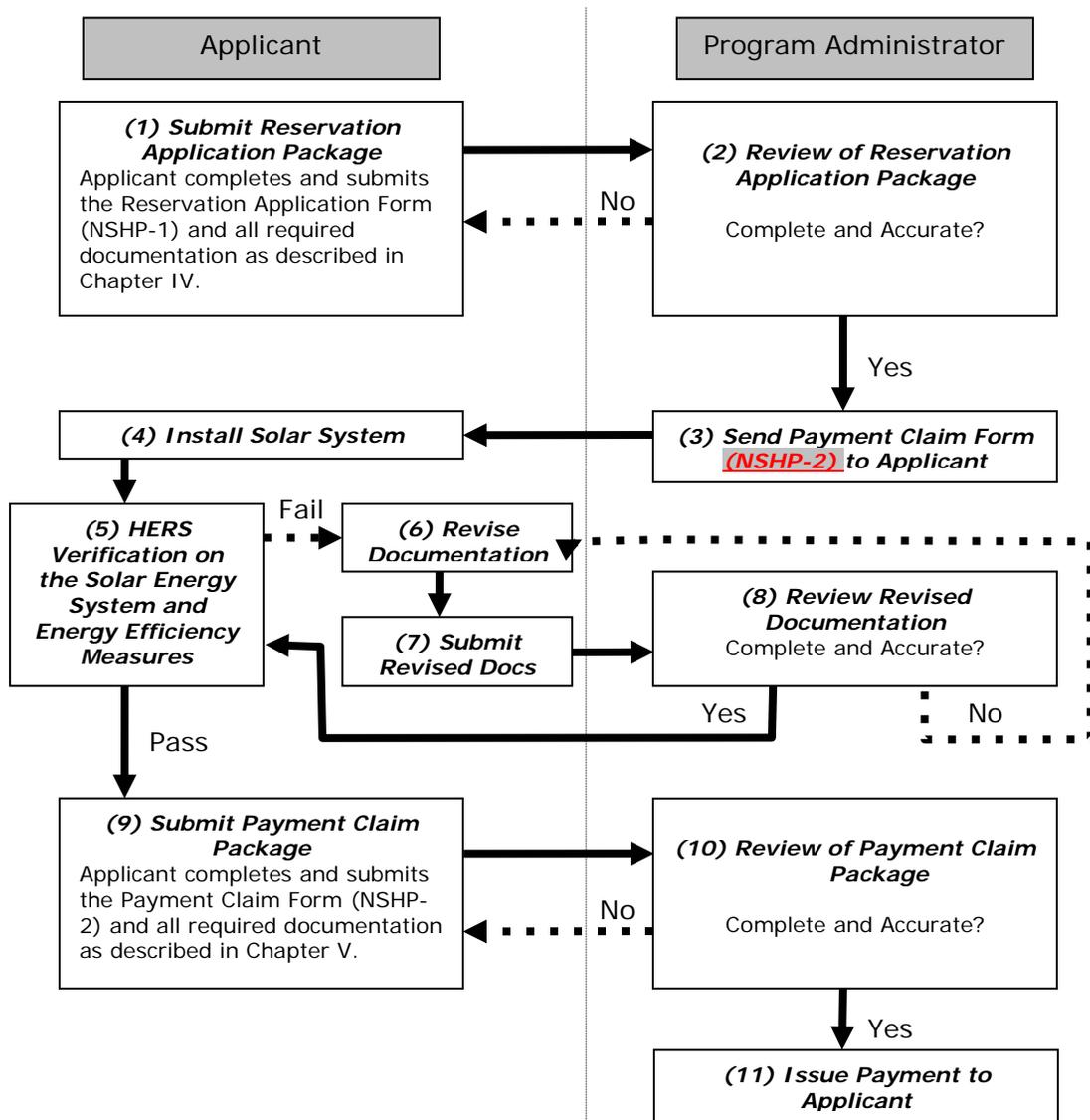
**Page 6**, “Program Element – Energy efficiency requirements,” is revised as follows:

<b>Energy efficiency requirements</b>	<u>At least Tier I defined as 15% greater efficiency than the base level of the Building Energy Efficiency Standards (Title 24) in effect at the time of building permit on the date the building permit was applied for. Tier II, higher levels of energy efficiency are strongly encouraged. Tier I – Title 24 + 15% or higher. Tier II – Title 24 + 35% or higher and 40% or higher for cooling energy. <u>Energy Star for builder installed appliances.</u> <del>Solar water heating can be used to help meet Tiers.</del></u>
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## D. Flow Charts of the NSHP Application and Payment Process

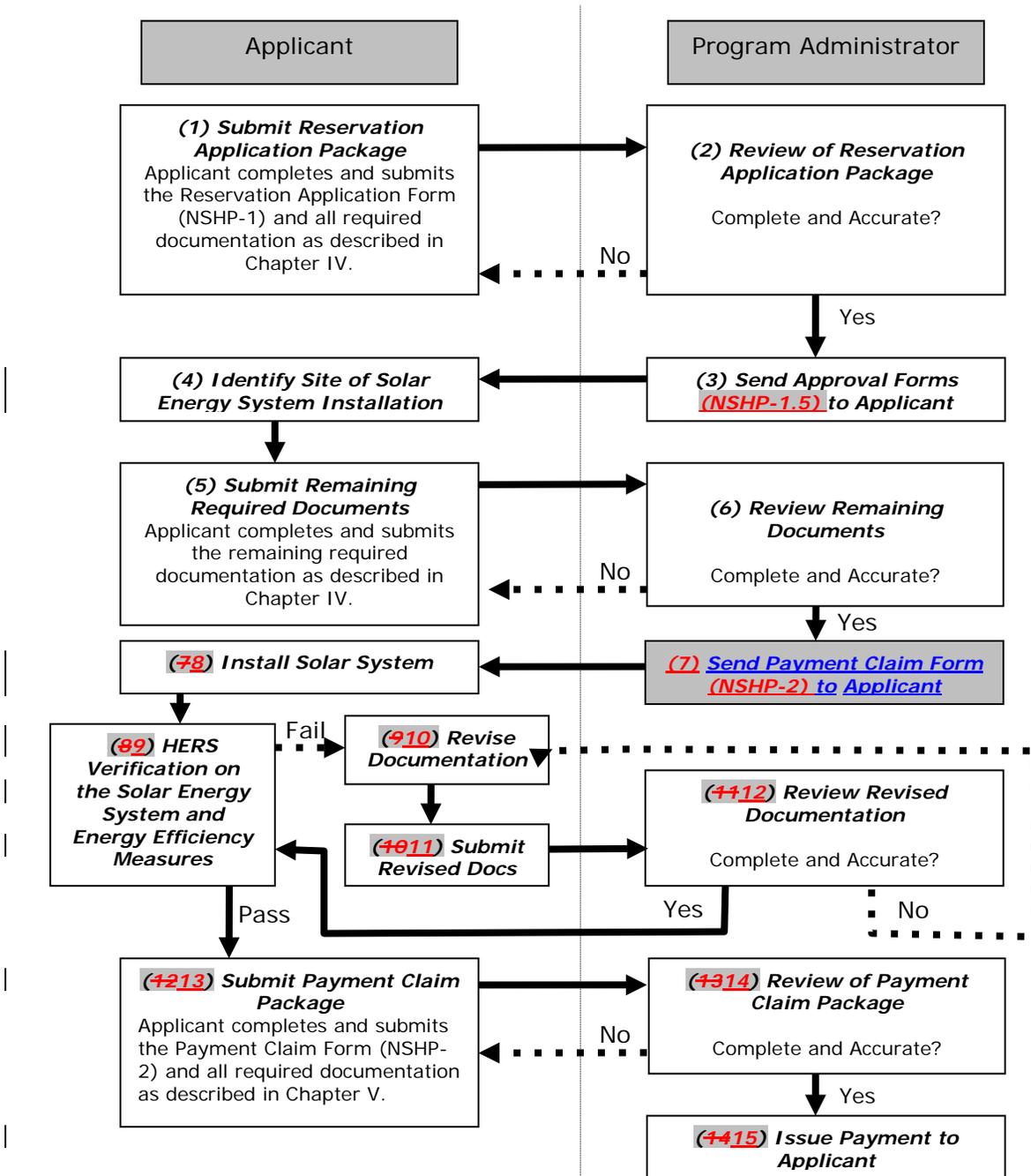
Page 7, Figure 1, is revised as follows:

**Figure 1**  
**Application Process Flow Chart for All Projects, Except Solar as an Option**



Page 8, Figure 2, is revised as follows:

**Figure 2**  
**Application Process Flow Chart for Solar as an Option Projects**



## F. Applicability of Guidebook Changes to Existing Applications

Page 9 is revised as follows:

1. The rules below explain the applicability of this third edition of the NSHP Guidebook to existing applications. For purposes of this section, “adoption date” means the date the Energy Commission adopts this edition of the Guidebook, and an “approved application” means one that the Commission approved prior to the adoption date. An approved application that has not received an approved payment claim will continue to be governed by the previous Guidebook versions except as follows:
  - a) Applicants are permitted to enter into leasing/PPA agreements as long as they comply with the requirements in Chapter II, Section L.
  - b) Applicants may increase the size of their systems but payment will be capped based on 7.5 kW AC per system.
  - c) Applicants do not have to submit the final building permit signoff or final invoice, and may follow the third edition in regards to utility interconnection, EPBI and Energy Efficiency Documentation.

## II. PROGRAM ELIGIBILITY REQUIREMENTS

### K. Equipment Sellers/Installers

Page 17 is revised as follows:

To participate in the NSHP, companies ~~that~~<sup>who</sup> sell and/or install solar energy system equipment must be self-registered ~~registered with~~ the Energy Commission's Contractors, Installers, and Sellers Database (Database). Equipment sellers/installers should have the following information available prior to self-registration:  
~~with the following information on the Retailer Registration form, NSHP-4:~~

1. Business name, address, phone, fax, and e-mail address
2. Owner or principal contact
3. Business license number
4. Contractor license number (if applicable)
5. Proof of good standing on record with the California Secretary of State, as required for corporate and limited liability entities
6. Reseller's license number

~~Self registration can be done on-line at: [~~<http://gosolarcalifornia.ca.gov/retailers/search-new.php>~~].~~

**This information must be submitted to the Energy Commission through the self-registration process before a company can become eligible to participate in the**

**NSHP. ~~To remain eligible, this information must be resubmitted annually by March 31.~~** Annual submittal is required even if the information identified in the company's prior submittal has not changed. In addition, a company must submit an updated NSHP-4 form within 30 days of the date any of its reported information has changed.

Self-registration can be done on-line at:

<http://www.gosolarcalifornia.ca.gov/database/addcompany.php>.

Sellers, contractors, or installers that are listed in the online Database should maintain their information on a regular basis. This can be done using the log-on account name and password provided when the company has registered. Updates can be done online at:

<http://www.gosolarcalifornia.ca.gov/database/update.php>

The Energy Commission will send out emails periodically to remind companies to update their online information, contacts, and other data.

It is the responsibility of each company to maintain its online information. If the Energy Commission's e-mails are returned as undeliverable, and the Energy Commission cannot reach that company by phone or by regular U.S. mail, the Energy Commission reserves the right to remove the company from the online Database after a three-month period.

## L. Leases and Power Purchase Agreements

Page 18 is revised as follows:

Solar energy systems that are leased by an end-use customer or provide electricity to an end-use customer under a power purchase agreement (PPA ) are eligible for NSHP funding if the lease agreement or PPA is executed and has a start date on or after July 1, 2009. Lease agreements and PPAs that are executed or have a start date prior to July 1, 2009, are not eligible for funding even though the system may have been installed after this date. Lease agreements and PPAs must have an initial term of no less than 10 years and must provide the lessee or customer the option to renew the agreement, purchase the system, or remove the system at the end of the initial agreement term of the agreement. In addition, lease agreements and PPAs must demonstrate that the NSHP funding benefits the end-use customer by directly and exclusively reducing the lease payments for the system or the cost of electricity produced by the system.

## IV. RESERVATION PROCESS

### A. Types of Reservations

#### 3. Affordable Housing

##### b. Individual Meter Requirement

Page 28, first paragraph, is revised as follows:

EXCEPTION: Affordable housing projects that qualify for virtual net metering (VNM) as adopted by the California Public Utilities Commission (CPUC) in Decision 08-10-036 are not required to separately net-meter the solar energy system for each residential dwelling unit that will be provided allocated electricity from the solar system.

### B. Forms and Documentation

#### 2. Proof of Residential New Construction

##### a. For Solar as Standard Projects

Page 29 is revised as follows:

A copy of the tentative (or final, if available) subdivision map, or “tract map” must be submitted. Each residential building included site in the reservation must be indicated as pre-plotted locations on the map for the reservation. If the residential building sites are not pre-plotted, then an application does not qualify for the Solar as Standard incentive reservation and must use the criteria outlined in Section B of this chapter under Base Incentive.

#### 4. Energy Efficiency Documentation

Page 31, fourth and fifth paragraphs, are revised as follows:

Applicants must submit the CF-1R (or PERF-1 when relevant) and other required energy efficiency documentation forms and the associated digital input files (e.g. \*.bld or \*.mp7, \*.mp8), generated directly by one of the Energy Commission-approved Title 24 compliance software programs, showing all of the measures used to meet the energy savings requirements.

~~Applicants must submit the CF-1R form and the~~ The associated digital input files (e.g. \*.bld or \*.mp7, \*.mp8) in digital format which may will be used for uploading into the data registry of one of the Energy Commission approved HERS Providers.

## 5. Equipment Purchase Agreement and Installation Contract

### a. For Solar as Standard Projects

Page 34 is revised as follows:

~~Additional information is required for contracts to be properly executed.~~ For more information on CSLB guidelines, please refer to their website at:

~~[www.cslb.ca.gov](http://www.cslb.ca.gov)~~<http://www.cslb.ca.gov/>

~~The Energy Commission requires all contracted installations to be done by entities with a valid A, B, C-10 or C-46 contractor license. When systems are installed by the builder's employees, those employees are not required to be licensed. However, the Energy Commission strongly encourages installation by qualified installers since the expected performance and incentive amount depend in part on the quality of system installation.~~

For systems that are leased or provide electricity under a power purchase agreement, instead of providing both an equipment purchase agreement and installation contract, applicants must provide an installation contract that lists the proposed equipment to be installed.

## APPENDIX 1 – FREQUENTLY ASKED QUESTIONS

### C. Time Extensions

Page 50 is revised as follows:

~~No time extensions will be granted to existing reservations under any circumstances.~~ Projects with valid, unexpired reservations as of January 1, 2010, with an expiration date prior to December 31, 2011, are automatically granted a one-time time extension as follows:- Solar as Standard and affordable housing projects have an additional 12 months from after the expiration date of their reservations as stated on the NSHP-2 to submit a payment claim packages. Base incentive projects have an additional six months from after the expiration date of their reservation as stated on the NSHP-2 to submit payment claim packages.

No other time extensions will be granted to any other projects under any circumstances.

# NSHP-1

## RESERVATION APPLICATION FORM NEW SOLAR HOMES PARTNERSHIP

### 1. Applicant Name and Contact Information

Homeowner or Builder/Developer Name	Phone Number	Email Address
Please check one of the following: I am the: <input type="checkbox"/> Homeowner <input type="checkbox"/> Builder/Developer		
Mailing Address	City:	State: Zip Code:
Contact Name (if different from above) & Company	Address	Phone, Fax and Email Address

### 2. Project Description

Please give a general project description including the site address of development.

Name of project: \_\_\_\_\_

Address to where the system will be installed (if this is a housing development, only the city or location to nearest city needs to be specified): \_\_\_\_\_

Please check all that apply to your project:

- Occupancy type:  Single Family  Multifamily/Mixed-Use Occupancy
- Reservation type:  Solar as Standard (More than 50 percent of the residential dwelling units in a large project (minimum of 6 residential dwelling units) will have solar energy systems installed)
- Base Incentive
- Custom home
  - Small housing developments with less than 6 residential units
  - Projects where solar will be installed on less than 50 percent of the residential dwelling units
  - Common area systems in residential developments
  - Solar as an Option (Please note, if solar is offered as an option, your reservation can only be for up to 50 percent of the residential dwelling units in the project) Total number of residential dwelling units in the project: \_\_\_\_\_
- Total number of residential dwelling units with solar energy systems installed: \_\_\_\_\_
- Affordable Housing
- Total number of common areas systems installed: \_\_\_\_\_
  - Total number of residential dwelling units with solar energy systems installed: \_\_\_\_\_

Please note that only Solar as Standard, affordable housing, and solar as an option projects will receive a 36-month reservation. All others will receive an 18-month reservation.

### For custom home applicants to complete

Anticipated new construction permit issue date(s): \_\_\_\_\_

Anticipated solar permit issue date(s): \_\_\_\_\_ Anticipated occupancy permit issue date(s): \_\_\_\_\_

Please note that the building permit for the solar energy system should be approved by the building code enforcement agency prior to the original occupancy of the newly constructed building, but no later than 60 days after the issuance of the occupancy permit.

### 3. Electric Utility, Participation in Utility's Energy Efficiency Program

Please select the utility providing electricity to the project:  PG&E  SCE  SDG&E  BVE

Is your project participating in the electric utility's residential new construction program?  Yes  No

Please note that projects participating in the electric utility's residential new construction program can waive the submission of the energy efficiency documentation.

#### 4. Home Energy Rating System (HERS) Information<sup>1</sup> (if available)

	HERS Rater Company	HERS Rater	Phone number	HERS Provider
Energy efficiency measures verification				
Solar energy system field verification				

#### 5. Required Supporting Documentation

##### Solar as Standard Projects:

- Final Subdivision Map
- EPBI Documentation
  - CF-1R-PV form
  - Electronic input files (.emf, .her)
- Equipment Purchase Agreement\*\*
- Labor Contract (if separate from the equipment purchase agreement)
- Energy Efficiency Documentation\*
  - CF-1R form
  - Electronic input file (.bld/.mp7/.mp8)
  - Construction plan set

##### Base Incentive Projects, except Solar as an Option:

- Final Subdivision Map/Building Permit
- EPBI Documentation
  - CF-1R-PV form
  - Electronic input files (.emf, .her)
- Equipment Purchase Agreement\*\*
- Labor Contract (if separate from the equipment purchase agreement)
- Energy Efficiency Documentation\*
  - CF-1R form
  - Electronic input file (.bld/.mp7/.mp8)
  - Construction plan set

##### Solar as an Option Projects:

- Final Subdivision Map
- Equipment Purchase Agreement\*\*
- Labor Contract (if separate from the equipment purchase agreement)
  - [Build-Out Schedule](#)

##### To be submitted later when installation details are specified:

- EPBI Documentation
  - CF-1R-PV form
  - Electronic input files (.emf, .her)
- Energy Efficiency Documentation\*
  - CF-1R form
  - Electronic input file (.bld/.mp7/.mp8)
  - Construction plan set

**Affordable Housing Projects:** in addition to a copy of the regulatory agreement, submit all required supporting documentation pertaining to the project's housing type. TCAC projects have up to 60 days after funding approval to submit the Energy Efficiency Documentation.

\*Waived if [proof of participation](#) in a utility residential new construction program [is provided](#)

\*\*[In the case of lease or PPA projects, an installation contract with equipment listed shall replace the equipment purchase agreement.](#)

#### 6. Declaration

The undersigned party declares under penalty of perjury that the information in this form and the supporting documentation submitted herewith is true and correct to the best of his or her knowledge and acknowledges the following program requirements to reserve funding:

- Incentives are based on the expected performance of the systems installed.
- Buildings must achieve at [a the](#) minimum Tier I Energy Efficiency to be eligible for the program.
- [Systems that are leased or provide electricity under a power purchase agreement are subject to special reporting requirements. Applicant may be required to repay some or all of the NSHP funding he or she receives if the system is leased or provides electricity through a power purchase agreement, and the lease agreement or power purchase agreement is terminated within five years of the system's installation or the start date of the agreement, whichever is later.](#)

The undersigned party further acknowledges that he or she is aware of the requirements and conditions of receiving funding under the New Solar Homes Partnership (NSHP) and agrees to comply with all such requirements and conditions as provided in the Energy Commission's NSHP Guidebook, [Third Edition](#), and Overall Program Guidebook as a condition to receiving funding under the NSHP. The undersigned party authorizes the Energy Commission, during the term of the NSHP, to exchange information on this form with applicable electric utility servicing the project to verify compliance with NSHP requirements.

#### Signature, Assignment of Administrative Rights and Incentive Recipient Information

Homeowner or  
Builder/Developer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

(Optional)

- I, the applicant, am designating \_\_\_\_\_ as my authorized representative for the New Solar Homes Partnership program. This party is permitted to sign the NSHP-2(s) and any revised EPBI Documentation on this project on my behalf.

[Designated Payee of](#)  
NSHP Incentive [Recipient:](#) \_\_\_\_\_

[Payee's Recipient's](#)  
Address: \_\_\_\_\_

<sup>1</sup> It will be [the](#) responsibility of the applicant to provide this information to the program administrators at the earliest opportunity, if not available at this time. This information is used to upload the project information to the HERS registry and has to occur in a timely manner at least 6 months prior to the field verification process.

# NSHP-1.5

## SOLAR AS AN OPTION APPROVAL FORM NEW SOLAR HOMES PARTNERSHIP

### 1. Confirmation of Reservation Amount

This is to confirm that financial incentives have been reserved for \_\_\_\_\_ through the NSHP. The amount of funding reserved for your project is \$\_\_\_\_\_.

The reserved funding is based on the following formula:

Total number of homes in a development or build-out phase x 50% x 2 kW per home x base incentive

Your reservation period begins \_\_\_\_\_ and will expire on \_\_\_\_\_. The payment will be made to \_\_\_\_\_ **(designated payee)**.

The exact incentive amount for each site will not be confirmed until the applicant identifies a specific site to which a solar energy system will be installed. At that point, the applicant shall provide a copy of this form and the remaining required supporting documentation pertaining to the site to the Program Administrator. The Program Administrator will review and approve the information submitted. Once approved, the exact incentive amount will be confirmed, and the applicant will be provided a Payment Claim Form (NSHP-2) for the specified site.

### 2. Site Address

Address to where the system will be installed: \_\_\_\_\_

### 3. Home Energy Rating System (HERS) Information<sup>2</sup> (if previously not provided)

	HERS Rater Company	HERS Rater	Phone number	HERS Provider
Energy efficiency measures verification				
PV installation field verification				

### 4. Signatures

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.

<b>Applicant/ Authorized Representative</b>	<b>Required Supporting Documentation</b>
Name: _____ Title: _____ Signature: _____ Date: _____	<input type="checkbox"/> EPBI Documentation <ul style="list-style-type: none"><li>• CF-1R-PV form</li><li>• Electronic input files (.emf, .her)</li></ul> <input type="checkbox"/> Energy Efficiency Documentation* <ul style="list-style-type: none"><li>• CF-1R form</li><li>• Electronic input file (.bld/.mp7, <b>.mp8</b>)</li><li>• Construction plan set</li></ul> <p><i>*Waived if <b>proof of participation</b> in a utility residential new construction program <b>is provided</b></i></p>

For the latest mailing address information, visit [<http://www.gosolarcalifornia.ca.gov/contactus.html>]. Alternatively, you may submit your application via the NSHP application tool at [<https://www.newsolarhomes.org>]. Please visit the Go Solar California website for tutorials on how to use the application tool.

<sup>2</sup> It will be the responsibility of the applicant to provide this information to the program administrators at the earliest opportunity, if not available at this time. This information is used to upload the project information to the HERS database and has to occur in a timely manner at least 6 months prior to the field verification process.

# NSHP-2

## PAYMENT CLAIM FORM NEW SOLAR HOMES PARTNERSHIP

[CEC use only]

Reservation ID \_\_\_\_\_

Project Name  
Address or \_\_\_\_\_

Site ID \_\_\_\_\_

Incentive @ \_\_\_\_\_ = \$ \_\_\_\_\_

Payment Approval Date: \_\_\_\_\_

### 1. Confirmation of Reservation Amount

\_\_\_\_\_ has been granted a reservation of \$ \_\_\_\_\_ for a \_\_\_\_\_ kW solar energy system. This reservation is for a \_\_\_\_\_ project and will expire on \_\_\_\_\_. The system is being installed at \_\_\_\_\_ | \_\_\_\_\_. The payment will be made to \_\_\_\_\_ **(designated payee)**.

The solar energy 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.

### 2. Major System Equipment of Record (Modules, Inverters, Meters)

Quantity	Manufacturer	Model	Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### 3. System Details

Total System Price: \_\_\_\_\_ Total HERS Cost: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Equipment Cost (before rebate): \_\_\_\_\_ PV HERS Cost: \_\_\_\_\_ Final Address: \_\_\_\_\_

Installation Cost: \_\_\_\_\_ EE HERS Cost: \_\_\_\_\_ Interconnection Date: \_\_\_\_\_

Sales Arrangement:

Purchased  Leased  PPA

Annual kWh: \_\_\_\_\_

New Construction  
Building Permit Issue  
Date: \_\_\_\_\_

Final Equipment Seller Name: \_\_\_\_\_

Final PV HERS Rater Name and Provider: \_\_\_\_\_

Final System Installer Name: \_\_\_\_\_

Final EE HERS Rater Name and Provider: \_\_\_\_\_

### 4. Modifications

Has any of the equipment or installation specifications changed since the reservation was approved?  Yes  No  
If yes note the changes before claiming payment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 5. Payment Assignment

Is payment assigned to another party?

- Yes (Please fill out all the sections below.)  
 No (Please skip Section 5 and complete all others.)

### Assignment Request

I, \_\_\_\_\_, the **designated payee applicant** or authorized representative of the **payee applicant as specified on the NSHP-1 form**, hereby assign the right to receive payment for the above noted reservation under the NSHP to the following individual or entity and request that payment be forwarded to this individual or entity at the address below. An STD-204 should be submitted for the person/entity receiving the payment, if not already on record with the Energy Commission.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

As the **designated payee applicant** or authorized representative **of the applicant as specified on the NSHP-1 form**, I understand that I remain responsible for complying with the requirements of the NSHP and will remain liable for any tax consequences associated with the reservation payment, despite the payment's assignment. I further understand that I may revoke this payment assignment at any time prior to the Energy Commission's processing of the payment by providing written notice to the Energy Commission's Renewable Energy Office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_

## 6. Signatures

The undersigned party **ies** declares under penalty of perjury that the information in this form and the supporting documentation submitted herewith is true and correct to the best of **his or her their** knowledge. The party **ies** further declares under penalty of perjury that the following statements are true and correct to the best of **his or her their** knowledge:

- (1) The electrical generating system described above and in any attached documents meets the terms and conditions of the Energy Commission's NSHP 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 been 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 previously submitted for this system.

The undersigned party **ies** further acknowledges that **he or she they** are aware of the requirements and conditions of receiving funding under the NSHP, including the special reporting and repayment requirements for leased systems and systems providing electricity under a power purchase agreement, and agree to comply with all such requirements and conditions as provided in the Energy Commission's NSHP Guidebook, **Third Edition**, and Overall Program Guidebook as a condition to receiving funding under the NSHP. As specified in the NSHP Guidebook, the undersigned **applicant Purchaser** authorizes the Energy Commission during the term of the NSHP to exchange information on this form with the electric utility servicing the system in order to verify compliance with the NSHP requirements.

<i>Applicant/ Authorized Representative</i>	<i>Required Supporting Documentation</i>	<i>Documents to be Verified by Program Administrator</i>
Name: _____ Title: _____ Signature: _____ Date: _____	<ul style="list-style-type: none"> <li>• Ten-Year Warranty Form (NSHP-3)</li> <li>• Payee Data Record (STD-204) <b>and IRS W-9 if requested</b></li> <li>• Lease <b>or Power Purchase Agreement</b>, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Final EPBI Documentation (CF-4R-PV)</li> <li>• Final Energy Efficiency Documentation (CF-4R and/or CF-4R-NSHP)</li> <li>• Utility Approval of Interconnection</li> </ul>

For the latest mailing address information, visit [<http://www.gosolarcalifornia.ca.gov/contactus.html>].