

Attachment 1

NEW SOLAR HOMES PARTNERSHIP DOCUMENT CHECKLIST		
RESERVATION APPLICATION REVIEW	YES	N/A
NSHP-1 FORM		
• All fields on the form are completed	<input type="checkbox"/>	<input type="checkbox"/>
• Form signed by appropriate entities	<input type="checkbox"/>	<input type="checkbox"/>
FINAL SUBDIVISION MAP, if applicable		
• An official document with signatures from city/county officials	<input type="checkbox"/>	<input type="checkbox"/>
• All of the lots are illustrated on the map	<input type="checkbox"/>	<input type="checkbox"/>
BUILDING PERMIT, if applicable		
• Approved permit for the address listed on the NSHP-1	<input type="checkbox"/>	<input type="checkbox"/>
• The job description is for the construction of a new home	<input type="checkbox"/>	<input type="checkbox"/>
• If the job description is for an existing structure/alteration/remodel/fire-rebuild, provide additional details on the work being performed to the Program Administrator.	<input type="checkbox"/>	<input type="checkbox"/>
• If the new construction permit is final, the solar permit was issued before or up to 180 days after certificate of occupancy was issued.	<input type="checkbox"/>	<input type="checkbox"/>
CF-1R-PV		
• The PV Calculator and equipment libraries used are certified at the time the reservation application is submitted	<input type="checkbox"/>	<input type="checkbox"/>
• Project address matches the NSHP-1	<input type="checkbox"/>	<input type="checkbox"/>
• Climate zone matches the CF-1R	<input type="checkbox"/>	<input type="checkbox"/>
• The correct housing type is selected	<input type="checkbox"/>	<input type="checkbox"/>
• Equipment matches the equipment purchase agreement	<input type="checkbox"/>	<input type="checkbox"/>
• The form is signed by the appropriate entities	<input type="checkbox"/>	<input type="checkbox"/>
• The data in the .her file matches the data on the form	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT PURCHASE AGREEMENT		
• List of the physical addresses for the system installations	<input type="checkbox"/>	<input type="checkbox"/>
• Quantity, make and model of the modules, inverters, and meters to be installed at each address	<input type="checkbox"/>	<input type="checkbox"/>
• Equipment matches the equipment listed on the CF-1R-PV	<input type="checkbox"/>	<input type="checkbox"/>
• If micro-inverters are being installed, the standalone meter is listed on the CEC-eligible meter list: www.gosolarcalifornia.ca.gov/equipment/system_perf.php	<input type="checkbox"/>	<input type="checkbox"/>
• Total system cost of the eligible equipment and/or labor	<input type="checkbox"/>	<input type="checkbox"/>
• Agreement executed within 24 months of reservation application being submitted	<input type="checkbox"/>	<input type="checkbox"/>
• Signed by both the applicant and the retailer	<input type="checkbox"/>	<input type="checkbox"/>
• Retailer is a CEC-registered retailer. Look up retailer here: www.gosolarcalifornia.ca.gov/database/search-new.php	<input type="checkbox"/>	<input type="checkbox"/>
• An invoice may be submitted showing that the equipment has been purchased.	<input type="checkbox"/>	<input type="checkbox"/>
• Invoice should include equipment details and total cost.	<input type="checkbox"/>	<input type="checkbox"/>
• Signed by both the applicant and the retailer (not required if homeowner buys their own equipment)	<input type="checkbox"/>	<input type="checkbox"/>
• Equipment should still be sold by an Energy Commission-registered retailer. Look up retailer at: www.gosolarcalifornia.ca.gov/database/search-new.php	<input type="checkbox"/>	<input type="checkbox"/>
• Invoice shows that a minimum of 10% of the cost or \$1000 has been paid, whichever is less	<input type="checkbox"/>	<input type="checkbox"/>
• An equipment purchase agreement can be waived with a valid lease agreement	<input type="checkbox"/>	<input type="checkbox"/>

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<ul style="list-style-type: none"> or PPA that meets the following criteria: <ul style="list-style-type: none"> • Term of agreement is a minimum 10 years • Lessee provided the options to renew the lease, buy (purchase price) or remove the system at the end of the initial term of the lease • Shows how the NSHP rebate directly benefits the lessee (i.e., purchase price, NSHP rebate amount should be listed) • Agreements should be signed on or after July 1, 2009 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
LABOR CONTRACT		
<ul style="list-style-type: none"> • Require all of the following: <ul style="list-style-type: none"> • Name, address and contractor's license number of the company performing the system installation • Site address for the system installation • Description of the work to be performed • Total agreed price to install the system; payment terms (payment dates and dollar amounts) • Printed names and signatures of the applicant and the installer • The installer must have an active A, B, C-10 or C-46 license. Look up license here: https://www2.cslb.ca.gov/OnlineServices/CheckLicense/LicenseRequest.asp • The installer is a CEC-registered installer. Look up installer here: http://www.gosolarcalifornia.ca.gov/database/search-new.php 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
CF-1R/PERF-1 (pre-plan review)		
<ul style="list-style-type: none"> • The CF-1R is created using compliance software for the Building Standards of which the project had applied a building permit under 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The CF-1R states (or can be calculated) that the project is at a minimum 15 percent beyond the appropriate set of Building Standards 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Project name and address, if provided, match that on the NSHP-1 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Climate zone matches that on the CF-1R-PV 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • A CEPE/CEA is the documentation author and signed the CF-1R/PERF-1 • CEPE/CEA is qualified to author the CF-1R for the appropriate set of Standards. Look up CEPE qualification here: http://cabec.org/ceperosterall.php • A residential CEPE creates documents for residential projects. A non-residential CEPE creates documents for non-residential projects 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> • A .bld/.mp7/.mp8 file is submitted. 	<input type="checkbox"/>	<input type="checkbox"/>
CONSTRUCTION PLAN-SET (pre-plan review)		
<ul style="list-style-type: none"> • Architectural, Electrical, Mechanical, and Plumbing (as applicable or available) • A window and door schedule that shows sizes and includes ALL skylights (if not shown on the floor plan) • Elevation, wall, roof, floor construction assemblies • Floor finish schedule (if CF-1R shows High Mass Design) • A list of lots and addresses • A site plan with a North arrow 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
REGULATORY AGREEMENT		
<ul style="list-style-type: none"> • The agreement is executed 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The agreement: <ul style="list-style-type: none"> • Identifies the project, location, and the number of units subject to affordability requirements (at least 20 percent for extremely low, very low, lower or moderate income persons) • At a minimum, restricts affordability for 10 years 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

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BUILD-OUT SCHEDULE, if applicable		
<ul style="list-style-type: none"> • Name and location of the project • A project timeline for when the homes with solar installed will have finished construction. • Dates that the solar PV is expected to begin and finish installation. • Expected dates that the payment claims will be submitted. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
WEBTOOL ENTRY		
<ul style="list-style-type: none"> • Project information is consistent with the NSHP-1. • All attachments required of the project are uploaded. • Equipment, TDV and rebate amount match CF-1R-PV • Payee matches NSHP-1 • Compliance margin matches CF-1R 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>