








RESERVATION APPLICATION CHECKLIST

This NSHP checklist is intended to assist NSHP program applicants with **securing a reservation** for an NSHP incentive. This checklist is updated to reflect the most recent NSHP Guidebook. Under no circumstance is this checklist a substitute for the program requirements approved by the Energy Commission in the most recent guidebook. ***This checklist is for all project types.***

Required documents vary for different efficiency incentive types

	Code-Compliant (2013 and 2016 Energy Standards)		CAHP Participants
	Tier I/Tier II (2013 Energy Standards)		Tier I/Tier II (2008 Standards)

RESERVATION APPLICATION REVIEW <i>(For NSHP Guidebook 10 – Revised 3/8/2017)</i>	YES	N/A
NSHP-1 (RESERVATION APPLICATION FORM) 		
<ul style="list-style-type: none"> • All fields on the form are completed and a checkbox for each appropriate section has been selected. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Correct Building Energy Efficiency Standards box and expected Energy Efficiency level box is selected 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • If system will be Virtually Net Metered (VNM), provide the system generation allocation percentages. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The estimated NSHP rebate is listed and initiated by the applicant in the declaration section 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • All appropriate areas are initialed and form is signed by the applicant (builder/developer or homeowner) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The NSHP-1 is for the correct Guidebook version (Declaration section) 	<input type="checkbox"/>	<input type="checkbox"/>
UTILITY NEW CONSTRUCTION ENERGY EFFICIENCY PROGRAM DOCUMENTATION (CAHP Participants) 		
<ul style="list-style-type: none"> • The approval letter or plan check results from the program submitted 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ If not submitted, the documentation must be provided within 60 calendar days of the Energy Commission review of the application. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ CAHP projects <u>do not need to submit</u>: building permit/subdivision map, CF-1Rs and input files, construction plan-set 	<input type="checkbox"/>	<input type="checkbox"/>
BUILDING PERMIT 		
<ul style="list-style-type: none"> • Approved permit for the address listed on the NSHP-1. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The job description is for the construction of a new home. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ If the job description is for an existing structure/alteration/remodel/fire-rebuild, must provide a letter from the builder/homeowner describing the work to be completed and the energy efficiency documentation must demonstrate that the project will meet or exceed the energy efficiency requirements for the entire structure. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • If a Building Permit is not submitted, an official Tentative or Final Subdivision map is required from city/county officials (typically only for large developments). 	<input type="checkbox"/>	<input type="checkbox"/>
Flexible Installation (FI) Calculator 		
<ul style="list-style-type: none"> • Project address and project type matches 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 and is correct. For a complete list of zip codes and counties by Climate Zone see: http://www.energy.ca.gov/maps/renewable/building_climate_zones.html 	<input type="checkbox"/>	<input type="checkbox"/>

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<ul style="list-style-type: none"> The correct calculation type and efficiency level is selected (including Single Family vs Multifamily; Market Rate vs Affordable Housing; Residential vs Common Area; 2008/2013/2016 Energy Standards; Code Compliant/Tier I/Tier II) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Equipment matches that on the installation contract 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If the project is subject to the 2016 Energy Standards and the Energy Efficiency documentation used the PV Credit, the FI calculator has this box checked. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The .huf digital input file is submitted and the data in the .huf file matches the data on the form. 	<input type="checkbox"/>	<input type="checkbox"/>
INSTALLATION CONTRACT		
<ul style="list-style-type: none"> Name, address and contractor's license number of the company performing the system installation 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The installer must have an active A, B, C-10 or C-46 license. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Site address for the system installation or total number of residential dwelling units with solar 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Description of the work to be performed 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Quantity, make and model of the modules, inverters, and meters to be installed at each address 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Equipment is listed on GoSolar List of Eligible Equipment 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Total agreed price to install the system 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Total NSHP incentive doesn't exceed incentive cap. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Printed names AND signatures of the applicant and the installer 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Leases or PPA's may be submitted with reservation applications in lieu of installation contracts if they meet all of the above requirements 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> For systems that are self-installed, a signed purchase agreement must be included. If there is no signed purchase agreement, receipts or invoices must be provided showing that at least 10% or \$1,000 per residential unit has been paid 	<input type="checkbox"/>	<input type="checkbox"/>
NSHP Established Installer Reservation Form (if applicable)		
<ul style="list-style-type: none"> This form only applies to approved Established Installers 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> May be submitted on behalf of any and all sites that are third-party financed. This is submitted in lieu of a lease or Power Purchase Agreement. This can also be submitted at payment, if desired. 	<input type="checkbox"/>	<input type="checkbox"/>
Energy Efficiency Documentation (CF-1R/PERF-1)		
<ul style="list-style-type: none"> If project is 2013 code-compliant, solar compliance credit box cannot be checked in CF-1R. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Project name and/or address match the NSHP-1. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Climate zone is correct. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> CF-1R is created using compliance software for the Building Standards the project complies with. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> CF-1R shows the project meets or exceeds the building standards. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> "Single Family" or "Multifamily" selected and calculation is for "Newly Constructed" project. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The documentation author and signature is appropriate for the Energy Standards that this project applies to. 	<input type="checkbox"/>	<input type="checkbox"/>
CONSTRUCTION PLAN-SET		
<ul style="list-style-type: none"> For a detailed description of plan-set requirements see the "Plan Check Checklist" in Part C of Appendix B in the <i>New</i> 	<input type="checkbox"/>	<input type="checkbox"/>

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<i>Solar Homes Partnership Guidebook, Tenth Edition.</i>			
Incentive Disclosure Affidavit			
<ul style="list-style-type: none"> If the payee that is designated to receive the NSHP incentive is not the end-use customer, an incentive disclosure affidavit must be submitted. This may also be submitted at payment. 		<input type="checkbox"/>	<input type="checkbox"/>
REGULATORY AGREEMENT (required for Affordable Housing Residential Systems and Affordable Housing Common Area systems)			
<ul style="list-style-type: none"> The agreement is executed. 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The agreement specifies that the project is undertaken pursuant to section 50052.5, 50053, or 50199.4 of the Health and Safety Code, or other affordable housing laws or regulations adopted by the California Department of Housing and Community Development. 		<input type="checkbox"/>	<input type="checkbox"/>
<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). 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Restricts affordability to at least 10 years. 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The agreement is signed and executed with a qualified housing agency (see Guidebook 9 for examples). 		<input type="checkbox"/>	<input type="checkbox"/>
SYSTEM SIZE JUSTIFICATION (required for common area systems sized greater than 7.5 kW AC)			
<ul style="list-style-type: none"> A letter from a qualified architect, engineer or an electrical contractor (C-10) licensed by the State of California OR detailed energy use calculations signed by a CEPE/CEA showing the expected annual kWh load, which must be greater than the annual kWh in the CF-1R-PV. 		<input type="checkbox"/>	<input type="checkbox"/>
MANUFACTURED HOUSING, if applicable			
<ul style="list-style-type: none"> Notice of Manufactured Home or Commercial Modular Installation on a Foundation System (HCD 433A) OR Certificate of Occupancy (HCD 513C) 		<input type="checkbox"/>	<input type="checkbox"/>
WEBTOOL ENTRY			
<ul style="list-style-type: none"> Project information is consistent with the NSHP-1. 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All attachments required of the project are uploaded. 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Payee matches NSHP-1. 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Site Description entries and equipment input into Site Description matches NSHP PV-1/CF-1R-PV. 		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Title-24 compliance margin matches plan check margin or code compliance 		<input type="checkbox"/>	<input type="checkbox"/>