## Solar Incentive Reservation Process

Please use this checklist in conjunction with the program guidelines and flow chart.

- 1. Find a Contractor.
- 2. Decide on the system components. Which modules and inverter(s) will you install? Eligible models are listed on the California Energy Commissions Web page.

Modules - <a href="http://www.consumerenergycenter.org/cgi-bin/eligible\_pvmodules.cgi">http://www.consumerenergycenter.org/cgi-bin/eligible\_pvmodules.cgi</a>
Inverter - <a href="http://www.consumerenergycenter.org/cgi-bin/eligible\_inverters.cgi">http://www.consumerenergycenter.org/cgi-bin/eligible\_inverters.cgi</a>

- 3. Complete the Reservation Request (RR) form and mail to the DWP Solar Energy Group, along with the necessary supporting documents (see the flow chart or guidelines).
- 4. After review of the application and supporting documents a Solar Energy Incentive Administrator will assign a reservation number to the application, and notify the contractor and customer of said reservation number and reservation amount. If there are problems with the application the Administrator will contact the customer to resolve any discrepancies before assigning a reservation number.
- 5. Within 30 days of the reservation assignment, the customer must provide proof of project advancement. Any of the following constitutes project advancement:
  - Purchase order for equipment with a cancelled check
  - Receipt of at least a \$1,000 deposit paid to contractor by the customer
  - copy of a permit for installation from the Los Angeles City, Department of Building & Safety (B&S).

This information can be provided along with the RR form.

- 6. Before installing the system, you must contact the appropriate DWP Electrical Service Representative to locate the Disconnect Spot.
- 7. Install your system. Please note that your reservation of funds is valid for 6 months on installations for existing buildings, and 36 months for new construction.
- 8. After system installation, contact the Los Angeles City, Department of Building & Safety for a Building Permit Final.
- 9. Contact the LADWP Electrical Service Representative for a grid connection inspection.
- 10. Forward a copy of the B&S final to the Solar Energy Group. Complete and submit the Interconnection Agreement forms and the Incentive Payment Claim form (provided by the Solar Incentive Administrator as your reservation confirmation).
- 11. A new meter will be installed by LADWP within 2 weeks. Your solar system must remain electrically "locked out" until the new meter is installed.
- 12. An LADWP Solar Inspector will inspect your solar system to verify system components, location, tilt, etc., and provide a report to the Solar Energy Group. The incentive amount may be recalculated based on Solar Inspector's report.
- 13. Upon approval, LADWP will issue payment to the party indicated on the Payment Assignment form, provided by the customer.

## Solar Incentive Reservation Confirmation Process Residential and Non-Residential Start Customer and contractor/ installer complete and sign Customer finds a Solar Reservation Request (RR) solar contractor/ Form. Form available in Solar installer Guidelines or at www.LADWP.com. Customer attaches the following documents to the Reservation Request Form: Copy of the most recent LADWP bill. Customer mails the Solar Copy of PV Watts DC to AC Derate Factor Document. Reservation Request form Copy of PV Watts AC Energy & Cost Savings Document. with attachments, to the Shading analysis based on solar pathfinder or equivalent. LADWP Solar Incentive Copy of plans for PV systems > 10 kW-AC CEC or BIPV. Program office. New construction attach load calculation. Single line diagram for all battery back-up systems 1 Week 1 Week Solar Program verifies that PV system is Solar Reservation sized to less than 100% Request Form (with attachments) of annual consumption YES is received by Solar Program based on most recent & reviewed for 24 month electric completeness. consumption history. 1 Week Customer and/or Customer resolves contractor is contacted by discrepancies by revising 3-5 Weeks Total To Solar Program to resolve application. Issue Reservation discrepancies. 1 Week Confirmation Solar Program issues customer a reservation confirmation with project advancement requirement date and project expiration date. Enters project into WMIS database tracking system. Customer demonstrates proof of project advancement within Solar program issues Incentive Payment 30 days by submitting a copy of the purchase order of Go to Claim Form (IP) to customer and or project equipment with a cancelled check or receipt of Installation contractor to complete and submit upon deposit of at least \$1,000 or an electric permit applied for Process project completion. from the Los Angeles Department of Building & Safety. 4-6 Weeks Total To Issue IP Form

