

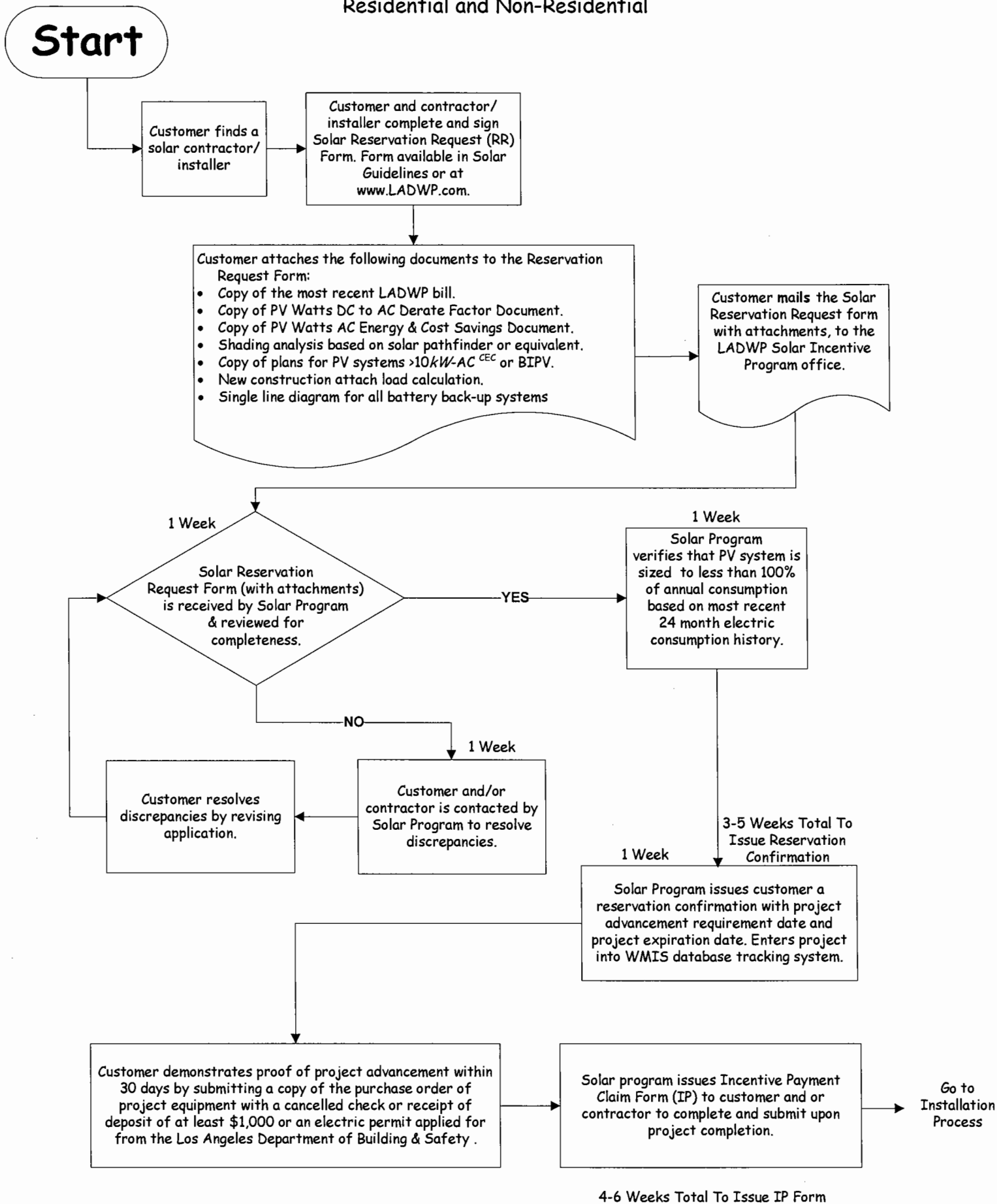
Solar Incentive Reservation Process

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 - http://www.consumerenergycenter.org/cgi-bin/eligible_pvmodules.cgi
Inverter - http://www.consumerenergycenter.org/cgi-bin/eligible_inverters.cgi
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



Solar Incentive Installation & Payment Claim Process

Residential and Non-Residential

Continued From
Reservation Process

