



A Sempra Energy utility®

NEW SOLAR HOMES PARTNERSHIP

APPLICATION CHECKLIST

Many factors may impact your decision to install a solar system, not knowing what's needed shouldn't be one of them. This checklist is intended for use in conjunction with the New Solar Homes Partnership (NHSP) Guidebook. To get started please contact your SDG&E® Account Representative for program information and assistance at **866-631-1744** or via email at NewSolarHomes@sdge.com.

Reservation Phase: Depending on your project, there are different requirements for application to the Partnership. Housing developments with six or more units installing solar on 50 percent or more of residential buildings or multi-family affordable housing projects who **have not purchased or committed to purchase photovoltaic (PV)**.

Eligible for 36-month reservation - For the reservation of funds, builders must provide:

<input checked="" type="checkbox"/>	Completed Reservation Application Form (NSHP-1)
<input checked="" type="checkbox"/>	Tentative or Final Subdivision Map
<input checked="" type="checkbox"/>	Construction Plan-Set
<input checked="" type="checkbox"/>	Cost Estimate for Equipment from an Energy Commission Registered Retailer
<input checked="" type="checkbox"/>	Expected Performance-Based Incentive (EPBI) Documentation (CF-1R-PV and electronic input files [.emf and .her])
<input checked="" type="checkbox"/>	Energy Efficiency Documentation (CF-1R and electronic input file [.MP7 or .BLD])
<input checked="" type="checkbox"/>	System Size Justification (for systems above 5kW AC)

By the sixth month of the reservation, builders must provide the following information:

<input checked="" type="checkbox"/>	General Approval/Six-Month Reservation Update Form (NSHP-1.6)
<input checked="" type="checkbox"/>	Equipment Purchase Agreement and Installation Contract
<input checked="" type="checkbox"/>	Build-Out Schedule
<input checked="" type="checkbox"/>	Payee Data Record (STD-204)
<input checked="" type="checkbox"/>	Any additional supporting documentation that has changed since the initial reservation submittal must be provided
<input checked="" type="checkbox"/>	If this is an affordable housing project, must also submit the following: <ul style="list-style-type: none">- Regulatory Agreement- Individual Meter Requirement (Can be provided at payment claim phase)- Maintenance and Monitoring Plan (Can be provided at payment claim phase)

Please note, by the 24th month of the reservation, builders must provide the final subdivision map.

Housing developments with six or more units installing solar on 50 percent or more residential or multi-family affordable housing projects who have purchased or committed to purchase PV.

Eligible for 36-Month Reservation. For the reservation of funds, builders must provide:

<input checked="" type="checkbox"/>	Completed Reservation Application Form (NSHP-1)
<input checked="" type="checkbox"/>	Tentative or Final Subdivision Map
<input checked="" type="checkbox"/>	Construction Plan-Set
<input checked="" type="checkbox"/>	Equipment Purchase Agreement and Installation Contract
<input checked="" type="checkbox"/>	Expected Performance-Based Incentive (EPBI) Documentation (CF-1R-PV and electronic input files [.emf and .her])
<input checked="" type="checkbox"/>	Energy Efficiency Documentation (CF-1R and electronic input file [.MP7 or .BLD])
<input checked="" type="checkbox"/>	System Size Justification (for systems above 5 kW AC)
<input checked="" type="checkbox"/>	Build-Out Schedule
<input checked="" type="checkbox"/>	Payee Data Record (STD-204)
If this is an affordable housing project, must also submit the following: <ul style="list-style-type: none">- Regulatory Agreement- Individual Meter Requirement (Can be provided at payment claim phase)- Maintenance and Monitoring Plan (Can be provided at payment claim phase)	

Please note, by the 24th month of the reservation, builders must provide the final subdivision map.

For all other categories of new housing, including but not limited to custom homes, small developments (under 6 dwelling units), developments with solar as an option, developments where solar will be installed on less than 50 percent of the dwelling units and common areas.

Eligible for 18-Month Reservation - For the reservation of funds, builders must provide:

<input checked="" type="checkbox"/>	Completed Reservation Application Form (NSHP-1)
<input checked="" type="checkbox"/>	Building Permit or Final Subdivision Map
<input checked="" type="checkbox"/>	Construction Plan-Set
<input checked="" type="checkbox"/>	Equipment Purchase Agreement and Installation Contract
<input checked="" type="checkbox"/>	Expected Performance-Based Incentive (EPBI) Documentation (CF-1R-PV and electronic input files [.emf and .her])
<input checked="" type="checkbox"/>	Energy Efficiency Documentation (CF-1R and electronic input file [.MP7 or .BLD])
<input checked="" type="checkbox"/>	System Size Justification (for systems above 5 kW AC)
<input checked="" type="checkbox"/>	Build-Out Schedule
<input checked="" type="checkbox"/>	Payee Data Record (STD-204)

Payment Claim Phase:

For the payment of funds, builders must provide:

<input checked="" type="checkbox"/>	Payment Claim Form (NSHP-2) [Note: Original Signature Required]
<input checked="" type="checkbox"/>	Final Invoice Payment or Final Agreement
<input checked="" type="checkbox"/>	Final Building Permit and Final Inspection Sign Off
<input checked="" type="checkbox"/>	Certificate of Field Verification and Diagnostic Testing (CF-4R-PV) for PV
<input checked="" type="checkbox"/>	Certificate of Field Verification and Diagnostic Testing (CF-4R) for Energy Efficiency
<input checked="" type="checkbox"/>	Ten-Year Warranty Form (NSHP-3)
<input checked="" type="checkbox"/>	Letter of Authorization to Interconnect the System to the Utility

Need More Information or Have Questions?

To find out how you can take advantage of solar energy and its bottom-line benefits contact a qualified solar installer in your area or call our SDG&E Customer Support team toll-free today at **(866) 631-1744**, via fax at: **(866) 666-4104** or email us at NewSolarHomes@sdge.com. You can also visit us online at www.sdge.com/construction



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