

## New Solar Homes Partnership RESERVATION APPLICATION CHECKLIST

This checklist is intended for use in conjunction with the NSHP Program Guidebook to assist applicants (builders) with their applications. The prospective applicant should read the entire [NSHP Guidebook](#) to be thoroughly aware of the program requirements prior to applying to the program.

### **A. For new housing developments with 6 or more units installing solar on 50% or more of residential buildings, and for new affordable housing (Eligible for 36-month reservation)**

The following information must be provided initially to apply for a reservation for incentives:

1. A completed Reservation Application form (NSHP-1)
2. Expected Performance-Based Incentive (EPBI) calculations (CF-1R-PV)
3. Tentative or final subdivision map
4. Cost estimate from Energy Commission registered solar retailer to purchase and install system(s)
5. Construction plan-set
6. Energy efficiency documentation (CF-1R)
7. System size justification and eligible utility evidence

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

1. 6 month Reservation Approval and Update form (NSHP-1.6)
2. Equipment purchase agreement and installation contract
3. Build-out schedule
4. Payee Data Record (STD-204)

By the 24<sup>th</sup> month of the reservation, builders must provide the final subdivision map.

### **B. For all other categories of new housing (Eligible for 18-month reservation)**

The following information must be provided to apply for a reservation for incentives:

1. Completed Reservation Application form (NSHP-1)
2. Expected Performance-based Incentive (EPBI) calculations (CF-1R-PV)
3. Building permit or final subdivision map
4. Construction plan-set
5. Build-out schedule
6. Energy efficiency documentation (CF-1R)
7. System size justification and eligible utility evidence
8. Equipment purchase agreement and installation contract
9. Evidence that site electricity load is (or will be) supplied by eligible utility (PG&E, SCE, SDG&E, or BE)
10. Payee Data Record (STD-204)

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