

## PAYMENT CLAIM CHECKLIST

This NSHP checklist is intended to assist NSHP program applicants with **submitting a payment claim** 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.

Required Documents Key for different efficiency types

Code-Compliant (2013 Building Standards)	CAHP Participants
Tier I/Tier II (2013 Building Standards)	Tier I/Tier II (2008 Standards)

PAYMENT CLAIM REVIEW	YES	N/A
<b>NSHP-2 FORM</b>		
<ul style="list-style-type: none"> <li>Original signature(s) from the applicant/applicant's representative.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>All system detail fields are complete.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Identify any changes (for example, changed equipment, installer, or equipment seller) that have been made to the information submitted since the reservation was approved.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If the HERS rating cost can be broken down by unit, the HERS rating cost shall also be reported.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NSHP-3 FORM</b>		
<ul style="list-style-type: none"> <li>All the fields are completed and the form is signed.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Address and system match NSHP-2.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>One of the coverage types is selected</li> </ul>		
<ul style="list-style-type: none"> <li>All components of the generating system AND the system's installation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Systems installation only. Manufacturer's warranties must cover defects in materials and workmanships for 10 years</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Installer may cover the remainder of the warranty period.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Manufacturer warranties do not limit the warranty period to only the first end-use customer.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>STD-204 FORM</b>		
<ul style="list-style-type: none"> <li>All of the information is pertinent to the latest designated payee.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>All of the fields are completed and the form is signed.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INTERCONNECTION</b>		
<ul style="list-style-type: none"> <li>Utility's interconnection department has given permission for the system to operate.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CF-3R/CF-4R FORM</b>		
<ul style="list-style-type: none"> <li>The energy efficiency field verifications have been completed, and the HERS Rater has completed this form in the HERS Provider registry.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NSHP PV-3/CF-4R-PV FORM</b>		
<ul style="list-style-type: none"> <li>The PV field verification has been completed, and the HERS Rater has completed this form in the HERS Provider registry.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The information on the NSHP PV-3 matches the latest NSHP PV-1 provided.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Quantity, make and model of modules and inverters accurate.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

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<ul style="list-style-type: none"> <li>• Azimuth and tilt within +/- 5 degrees of the information on the NSHP PV-1 .</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Mounting height and shading details accurate.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• FVT read correctly and actual production is greater than the FVT.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FINAL SYSTEM COST DOCUMENTATION</b>		
<ul style="list-style-type: none"> <li>• Invoice, equipment purchase agreement, or change order clearly identifies the final amount paid or legally incurred by the applicant for the purchase and installation of the solar energy system.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Total NSHP incentive does not exceed incentive cap (75% of total system cost for affordable housing and 50% of total system cost for all other housing types).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LEASE and POWER PURCHASE AGREEMENT, if applicable</b>		
<ul style="list-style-type: none"> <li>• Term of agreement is a minimum of 10 years.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Allow the lessee the option to renew the lease, buy or remove the system at the end of the initial term of the lease.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Agreements should be signed on or after July 1, 2009.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Demonstrates that the NSHP funding benefits the end-use customer by including express provisions showing the cost to the end-use customer without the NSHP funding and the reduced cost to the end-use customer with the NSHP funding</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• If the incentive amount requested when claiming payment exceeds the NSHP funding amount identified in the lease agreement or PPA, we may pay up to 10% more than the amount listed in the lease agreement/PPA</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Includes provisions that specifically discuss repayment obligations of the NSHP funding when there is early termination of the lease agreement or PPA and system removal. It must identify that the lessor will be the party responsible for the repayment to the Energy Commission.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FINAL BUILDING PERMIT SIGN-OFF</b>		
<ul style="list-style-type: none"> <li>• Must be signed by building department</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Address matches the NSHP-2</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Could be an inspection record or building permit</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>MANUFACTURED HOUSING</b>		
<ul style="list-style-type: none"> <li>• Notice of Manufactured Home or Commercial Modular Installation on a Foundation (HCD 433A) or California Certificate of Occupancy (HCD 513C).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>WEBTOOL ENTRY</b>		
<ul style="list-style-type: none"> <li>• All attachments required of the site are uploaded.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Site Description entries and equipment inputted into Site Description match the latest CF-1R-PV.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Payee matches STD-204.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• TDV and rebate amount match the latest CF-1R-PV.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• All Permit (building, occupancy, solar and utility grid interconnection) information is entered and matches information in the attachments.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• All Equipment (acquisition and costs) information entered and matches information in the attachments.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• All HERS information (provider and cost) is entered and matches information in the attachments.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>