

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 <i>(For NSHP Guidebook 9 - Revised 8/11/15)</i>	YES	NO
NSHP-2 FORM (Mailed to Energy Commission)		
<ul style="list-style-type: none"> • Type of payment requested (partial, final partial, full) is circled 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • All system detail fields are complete. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Identify any changes (for example, changed equipment, installer, or equipment seller, or energy efficiency) that have been made to the information submitted since the reservation was approved <ul style="list-style-type: none"> ○ If there was a change to equipment, installer, or equipment seller, a new NSHP PV-1 is provided 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • If the HERS rating cost can be broken down by unit, the HERS rating cost shall also be reported 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • If the payment has been re-assigned to a new payee, the assignment request is signed by the applicant or authorized representative (section 6) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Wet signature from the applicant/applicant's representative (section 7) 	<input type="checkbox"/>	<input type="checkbox"/>
NSHP-3 FORM		
<ul style="list-style-type: none"> • Equipment matches the most current CF-1R-PV and address matches the NSHP-2 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • One of the coverage types is selected 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Manufacturer warranties do not limit the warranty period to only the first end-use customer 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Warranty is effective within 4 months prior to Interconnection date 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • All fields are completed and the form is signed (electronic signatures are not accepted) 	<input type="checkbox"/>	<input type="checkbox"/>
STD-204 FORM		
<ul style="list-style-type: none"> • All of the information is pertinent to the latest designated payee and information matches exactly 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • All fields are completed and the form has an original signature (electronic signatures are not accepted) 	<input type="checkbox"/>	<input type="checkbox"/>
INTERCONNECTION		
<ul style="list-style-type: none"> • Letter or email from the utility's interconnection department confirming permission for the system to operate 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The system address in the letter matches the system address on the NSHP-2 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Any equipment listed in the letter matches the equipment listed in the most current CF-1R-PV 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • If the date of interconnection occurred before project submittal date, is it within 6 months of original project submittal? 	<input type="checkbox"/>	<input type="checkbox"/>
ENERGY EFFICIENCY VERIFICATION		
<ul style="list-style-type: none"> • Tier I and Tier II projects that submitted a CF-1R at reservation: <ul style="list-style-type: none"> ○ The energy efficiency field verifications have been completed, and the HERS Rater has completed the CF-3R(s) in the HERS Provider registry. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Code-Compliant projects and projects that submitted a PERF-1 at reservation: 		

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<ul style="list-style-type: none"> ○ Final building permit signoff or occupancy permit is submitted. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Must be signed by building department 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Address matches the NSHP-2 	<input type="checkbox"/>	<input type="checkbox"/>
NSHP PV-3/CF-4R-PV FORM		
<ul style="list-style-type: none"> • The PV field verification has been completed, and the HERS Rater has completed this form in the HERS Provider registry. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The following information on the NSHP PV-3 matches the latest NSHP PV-1: <ul style="list-style-type: none"> ○ Quantity, make and model of modules, inverters and meters are accurate. ○ Azimuth and tilt within +/- 5 degrees of the information on the NSHP PV-1. ○ Mounting height, standoff height and shading details accurate. ○ FVT (line 7) is read correctly and actual production (line 8) is greater than the FVT. 	<input type="checkbox"/>	<input type="checkbox"/>
FINAL SYSTEM COST DOCUMENTATION		
<ul style="list-style-type: none"> • Invoice, equipment purchase agreement, or change order clearly identifies the final amount paid or legally incurred by the applicant for the purchase and/or installation of the solar energy system. 	<input type="checkbox"/>	<input type="checkbox"/>
LEASE and POWER PURCHASE AGREEMENT, if applicable		
<ul style="list-style-type: none"> • Term of agreement is a minimum of 10 years. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Agreements signed on or after July 1, 2009. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • At the end of the initial term of the lease, must provide the lessee with the option to remove the system at no cost. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Demonstrates the NSHP funding benefits the end-use customer (except when lessee is payee) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Includes provision that the lessor will be the party responsible for repayment of NSHP funding to the Energy Commission upon early termination of the lease agreement or PPA and system removal. (Exception: if lessee is the payee, they may provide letter that identifies the lessee is responsible for the repayment) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • 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. 	<input type="checkbox"/>	<input type="checkbox"/>
MANUFACTURED HOUSING		
<ul style="list-style-type: none"> • Notice of Manufactured Home or Commercial Modular Installation on a Foundation (HCD 433A) or California Certificate of Occupancy (HCD 513C) 	<input type="checkbox"/>	<input type="checkbox"/>
AFFORDABLE HOUSING		
<ul style="list-style-type: none"> • Supplemental Clearance Certificate is submitted 	<input type="checkbox"/>	<input type="checkbox"/>
WEBTOOL ENTRY		
<ul style="list-style-type: none"> • All attachments required of the site are uploaded 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Site Information is consistent with the documentation provided 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Site Equipment matches the most current NSHP PV-1 	<input type="checkbox"/>	<input type="checkbox"/>