

Forms to be included in the Client File ("Solar Book")

The following checklist is to be used for any job receiving Solar PV.

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	Auditor preliminary Solar suitability checklist
	Initial Solar project book
	Aerial and ground based pictures
	Solar Suitability results
	PV Watts results
	Electric bills (minimum of six months)
	Initial (estimated size, price) WA SIR results
	SHPO check (with solar question)
	Procurement documentation
	USDOE 1st approval
	Phase II package inclusions
	Signed installer contract
	Completed utility /leveraged fund confirmation letter (i.e Xcel Energy S*R)
	Owner/Landlord agreement document
	Landlord contribution document (2-4 unit buildings only)
	Permits, Interconnection, Net Metering agreements when received
	all system design documents provided by installer - one line diagram, layout design, etc.
	USDOE 2nd approval
	Phase III package inclusions
	USDOE and/or Commerce approval emails (during Pilot Phases)
	Client incentive-assignment documents (front-end and back-end)
	Installer agreement/sign-off re back-end incentive to be used for O&M account with account details
	All standard post-work contractor documents as required of any WAP contractor (lien waivers, invoices, customer completion certificates, electrical inspection signoff, etc.)
	QCI project review and signoff
	USDOE 3rd approval