Solar Incentive Reservation Confirmation Process Residential and Non-Residential Start Customer and contractor/ installer complete and sign Customer finds a PowerClerk Solar Reservation solar contractor/ Request (RR) Form. RR can be installer completed online at ladwp.powerclerk.com Customer mails the PowerClerk Reservation Request form with attachments, to the LADWP Solar Incentive Program office (attachments may be uploaded onto PowerClerk server). A list of all of the required documentation can be found at www.ladwp.com/solar If proof of project advancement has not been previously provided, LADWP Solar Group requests a copy of one of the following: Purchase order of project equipment of \$1,000 or Solar Group performs brief preliminary review of Reservation Receipt of deposit of \$1,000 or more to contractor. Request form and checks for Electric permit application from Los Angeles completeness. Department of Building and Safety (B&S). NO Solar Group checks if PV system is sized 100% or less of annual power consumption. Application sent back to Customer finishes Solar Group performs thorough review of customer or contractor to application. Reservation Request form and attachments. complete. Solar Group notifies customer of any deficiencies or omissions. Customer must make corrections and re-submit to Solar Group. Solar Group issues Incentive Payment Claim Form (IP) to customer and/or contractor to complete and submit upon project completion. Issuance of IP form is official confirmation of a reservation. Go to Installation

4-5 Weeks* Total To Issue IP Form
*Estimate based on average volume and
staff levels for year 2010.

Process (next page)

Solar Incentive Installation & Payment Claim Process Residential and Non-Residential Continued From 2 Weeks Reservation Process Solar Inspector meets with customer or For residential and small commercial systems less than 10 contractor/installer for pre-inspection to kW-ACCEC, customer or contractor/installer contacts the spot AC disconnect. appropriate LADWP Solar Inspector at (213)367-7631, -6-8 Weeks 7632, or -7679 for spotting of AC disconnect. Customer receives (Projects 10kW-ACCEC and Customer obtains LADWP's solar IP L.A. Department of greater only) Engineer approves Form via PowerClerk. All other customers must obtain and submit a standard one-line diagram, and Building & Safety interconnection agreement with a single-line diagram to the (B&S) permit. coordinates interconnection Solar Incentive Group. Projects 10 KW-ACCEC and greater with customer. ESR meets with will have an LADWP Engineer assigned to their job. customer or contractor/ installer to conduct preinspection to spot AC disconnect and meter. 2 Weeks Customer After final Customer attaches the following documents to the Solar Incentive Claim Form: proceeds with approvais, Approved copy of the final B&S permit. Solar PV the installation customer and Copy of the itemized final sales invoice showing the actual cost of the solar system of solar PV contractor/ PV system. inspected & system and nstaller complete Final systems plans for systems >10 kW-ACCEC. approved by then contacts and sign Solar A copy of the utility bill if the installation location was a new facility B&S. B&S for final Incentive Claim without electrical service when the reservation request was submitted. inspections. Form. A copy of the retrocommissioning report for Existing Non-Residential buildings with a conditioned floor area equal to or greater than 100,000 NO square feet and a benchmark rating less than 75. 1 Week 1 Week 1 Week 1 Day Solar Incentive Claim Form is Solar Group received & reviewed issues solar Field order Solar Group by Solar Group. If not inspection automatically YESverifies B&S complete customer issued for netrequest to Solar approval. s contacted for additional meter installation. Inspector via info. email. System should not be 2-4 Weeks turned on before this step 1 Week if corrected Solar Inspector verifies (except for testing). Substandard items are corrected system size, tilt, orientation, shading If less than 10 kW, Solar by customer/contractor and used for EPBB calculation as well as inspects for Inspectors install netmeter **←YES** customer contacts Solar substandard items. Any substandard items are and remove lock (if greater Inspector for re-inspection. noted and referred to customer/contractor than or equal to 10 kW, Solar Inspector re-inspects. for correction. Meter Shop installs). Solar system is turned on 3 - 5 Weeks 1 Day 2 Days 2 Days Solar Group receives final approval from ESR (10kW and greater) and Solar Inspector, Solar Inspector Solar Program Solar Group submits calculates incentive amount and submits all submits final Manager reviews voucher to Accounts documentation (application, claim forms, approval of solar submitted Payable for inspection approvals, sales invoices and serial installation to documentation incentive payment numbers etc.) to Solar Program Manager for Solar Group. for accuracy. processing. review. Solar Program obtains vendor I.D. from purchasing if needed. 3-5 Weeks 🛨 2 Days Accounts Payable receives and Solar Program processes voucher, City Controller Incentive check is Total LADWP Solar Incentive reviews and approves, then issues mailed to payee via Process: 5-9 Months* incentive check & sends back to certified mail. *Estimate based on average volume Accounts Payable. and staff levels for year 2010.