

Documentation required from contractors for the *Solar into WAP PV* installations

Client name: _____

Street address: _____ City: _____ Zip code: _____

	Submitted	Documentation required	Comments
Phase I			
Procurement		Bid	Labor, materials and permit breakdown required of the amount that will be paid with weatherization funds (deducting any utility incentives/rebates)
		Spec sheets and warranty documents	Full warranty information required, along with spec sheets and warranty documents for major equipment (inverter, modules, racking)
		Contractor's estimate of system annual production	From PV Watts or similar software -- include software-generated report
Phase II			
Proceed to work		Full system design document package	Including all system design elements (one line diagram, complete electrical design, layout design, installation drawing, field wiring diagrams, etc.)
		Xcel Solar*Rewards (or other utility) acknowledgment letter	From utility (confirming utility incentives payable on full installed system size)
		Utility interconnection and net metering agreement document	Signed by client and utility
		Electrical permit (and building permit if required by local authority)	
		Installation timeline including scheduled installation date	
Phase III			
Project installation,		Documentation of client assignment of utility incentives to contractor	Contract signed by client and utility
inspection, and		Copy of workmanship warranty given to household, specific to address	Signed by installer and dated, covering 10 years
authorization of		Completion certificate	With customer signature
payment		Lien waiver	Signed by installer
		Electrical (and building if required) permit signoff	State/local authority signoff on all permits
		COVID-safe work practices documentation	For the duration of COVID-19 pandemic work restrictions
		Documentation of system commissioning	From utility
		Copy of owner's/operating manual for major components provided to client	
		Electronic versions of installed complete design documentation	Only required when "as-built" varies from original designs submitted in Phase I
		Any other documentation required by service provider	
		Final Invoice for payment	