Submission Review Checklist

Updated 2.27.2025

(See Section 5.1.1 of [Program Guide](#))

Incentive Agreement

☐ Customer Name and Site documented and matches PowerClerk

☐ Trade Ally Name and Contact Information

☐ Utility is correct

☐ Listed incentive(s), Total and Qualifying System capacity, and Estimated Annual Production match PowerClerk

☐ Incentive does not exceed the total cost

☐ Verify the customer hasn't exceeded the incentive cap(s) from past solar or storage projects.

☐ Document is signed by the named customer

☐ Business scale-incentives have the correct payee selected and include a W9 when necessary

Solar Within Reach Income Verification

☐ Customer Name and Site documented and matches PowerClerk

☐ Document is signed by the named customer

Physical Layout

☐ Customer Name and Site documented and matches PowerClerk. Unit number must be specified if applicable

☐ Location and Number of modules shown

☐ Location of all equipment shown, including existing solar + storage and generator equipment.

☐ Location where lowest TSRF reading was taken (if using an on-site Solar Resource)

☐ Inverter/Module model numbers match PowerClerk, if listed

☐ Tilt and Azimuth matches PowerClerk, if listed

☐ Directional compass facing North

One-Line

☐ Customer Name and Site documented and matches PowerClerk

☐ Inverter/Module quantities and model numbers are listed and match PowerClerk

☐ Battery model number, quantity, and Nameplate Capacity (kWh) match PowerClerk (If applicable)

☐ Voltage Drop Calculations

☐ Total AC Voltage Drop is listed and = ≤ 2% AC

Solar Resource

☐ Customer Name and Site documented and matches PowerClerk

☐ Tilt, Azimuth, and **Lowest Qualifying Annual** TSRF match PowerClerk (We cannot accept Average TSRF entered in PowerClerk)

      On-Site Shade Report: Point on array with lowest TSRF = ≥ 75%

      Remote Shade Report: Average TSRF across array = ≥ 80%

☐ Monthly Solar Access matches what was entered in PowerClerk

      If Solar Access is 100%, the field can be left blank

☐ If there is a solar array with a TSRF of **less than** 75% or 80%, ensure the Qualifying System Capacity was calculated correctly in PowerClerk.

☐ Please ensure that the box is checked for "Project includes capacity that does not qualify for incentives." If applicable.