

# Project Information Form - Photovoltaic (PV) Solar



RENEWABLEENERGY

Please complete form by typing or checking the correct boxes

## Project Overview

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Project Name:

Description:

Location:

Generating Capacity:

Target Installation Date:

## Available Incentives

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Rebate (if applicable)			REC (if applicable)		
Has a Rebate been applied for?	Yes	No	Is the REC value locked in?	Yes	No
Is the Rebate locked in?	Yes	No	Is the REC Contract sold?	Yes	No
Rebate Reservation Number:			REC Value (\$/kwh):		
Rate of Rebate:			Term of REC:		
Total Rebate amount:			Who retains the RECs?		
Key milestones and deadline dates:					





**Host Client**

Name:		
Primary Address:		
Organization Type:		
Age of Organization or Business:		Tax Payer ID#:
Company Website:	Is NDA in Place with Host Client?    Yes    No	
<b>Basic Credit Requirements</b>	Minimum 7 yrs in business, profitable the past 3 yrs (positive cash flow), minimum \$10M in revenue (if a business), ability to occupy the location for a minimum of fifteen (15) years (have lease and renewal options)	
Does the host client meet the basic requirements:	Yes    No	
What are the client's motivations for solar?		
Contact Person:	Contact Email Address:	
Contact Phone Number:	Contact Fax Number:	

**Utility Information**

Electric Utility Name:	
Current Electric Utility Tariff Name:	Purposed Electric Tariff Name:





<b>Host Electrical Usage</b> <i>(if Applicable)</i>		<i>This section is used to determine the electrical savings</i>	
Name on Account with Utility:			
Account Number:		Meter#:	
Avg Annual kWhs Consumed:		Current Annual Utility Bill:	
Does the host intend to expand or shrink operations within the next 2 years? <i>This effects energy needs</i> Yes    No			
If yes, please explain:			

**Integration partner**

Company Name:	
Address:	
Salesperson:	Salesperson Phone Number:
Salesperson Email:	Salesperson Fax Number:

Is an Integrator Qualification Form Approved and on file?    Yes    No

Engineer:	Engineer Phone Number:
Engineer Email:	Engineer Fax Number:





**Site Information**

Address of Site:				
Type of occupancy:	Owned	Leased		Length of lease (if applicable):
Who Provides Insurance?				

System Specifications					
Generating Capacity:	W	DC-STC	AC-PTC-CEC	AC	Other
Energy Performance Target:	kWh AC / Year				
Shading Analysis Method:		Shading Analysis (%):			
Array Tilt:	Degrees		Array Azimuth:	Degrees	

Modules	
PV Module Manufacturer & Model #:	
Module Rating:	Watts-DC- STC
Module Rating:	Watts-DC-PTC
Modules Quantity:	# of Modules per string:
# of Strings:	





Balance of Plant	
Inverter Manufacturer & Model #:	
Inverter Quantity:	
Monitoring System:	
String Level Monitoring Required:	
Mounting / Tracking System:	

*Choose either Roof Mount or Ground Mount*

Roof Mount	
Roof Height / Inclination:	
Roof Type (BUR, Foam, Tat, Etc):	
Age of Roof:	years
Roof Manufacturer:	
Roof Condition:	
Approximate Roof Size: ft <sup>2</sup>	
Roof Warranty Provider:	
Years Remaining on Warranty:	
Security Concerns:	
Water Spigot(s) Nearby?	Yes No

Ground Mount		
Site Composition (Loose Soil, Gravel, Asphalt, Etc):		
Is the Site Level?	Yes	No
Is an elevated Structure required?	Yes	No
Is Grading or Grubbing Required?	Yes	No
Does it require a tracking system?	Yes	No
Type of tracking system:		
Existing Security:		
Proximity to See Level:		
Ease of Maintenance:		







*For internal use*

Estimated Construction Start Date:	Estimated Delivery Date:
Turnkey System Price:	Cost per Watt: <span style="float: right;">\$/Watt DC-STC</span>
Cost per kWh/yr:	Available Tax Credits:

***Required Drawing / Documents (CAD Preferred)***

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- Bill of Materials
- Single Line Electrical Drawing – Showing voltage and amperage ratings
- Roof Structural Drawing – Showing structural members and spans
- Roof Layout Drawing – Showing equipment and obstructions (skylights, walls, hatches, trees, etc.). Elevation and location of obstructions should also be indicated.
- Shading Evaluation – Indicating where shading may be a concern
- Electrical Room Layout – Showing potential location for electrical equipment
- Utility Bills – Previous 12 months as available. *If applicable*

