

## Treasury 1603: Applicant Checklist for Energy Properties Placed in Service

Thank you for registering with Section 1603. Please take time to print and fill out this checklist prior to submitting your application. This checklist is designed to assist you in submitting a complete application. While this checklist does not address all possible scenarios for a complete application, most applicants should find that completing this checklist will make the review process more efficient and expedite payment.

This checklist is for the documents being uploaded in Section 6A of the application. Attached are examples of some of the documentation for Section 6A of the application. NOTE: These are examples only. Applicants are not required to format their documents in the same way.

- Design Plans to support eligibility of energy property** - *All applicants* must submit as-built, legible design plans stamped by a professional engineer (PE). For any electric property, submit a one-line diagram, and for all energy property, submit a site layout showing the energy property in relation to infrastructure (buildings, roads, parking, etc.). If a PE stamp was not required to install the energy property, submit a letter explaining why the seal was not required. See **Design Plans: Site Layout** and **Design Plans: One-line Diagram** examples.
- Signed and dated commissioning report** – *All applicants* must submit a statement from the installer or engineer stating that the property has been placed in service. The statement should provide the date the energy property was placed in service and as-built capacity. A local agency inspection is not acceptable as a commissioning report. See **Commissioning Report** example.
- Permission to Operate** – If the project is connected to the electrical grid, applicant must provide correspondence with the utility that the interconnection agreement is placed in effect after the property has been commissioned and tested. This may be a signed letter or utility email giving permission to the applicant to energize (commission, connect, operate) the energy property, and it is separate from the interconnection agreement. See **Permission to Operate** example.
- Detailed cost breakdown to support cost basis** – *All applicants* must submit a detailed breakdown of eligible costs in table format. This includes all costs and components related to the cost basis. See **Detailed Cost Breakdown** example.
- Independent Accountant's Certification** – If the energy property cost basis is \$500,000 or more, applicant must submit an independent accountant's certification. This certification should include a detailed cost breakdown or cost segregation report for the review team to see both eligible and non-qualifying costs. Be sure to include the method of allocation for indirect costs allocated between eligible and ineligible costs.
- Authorized Signatory** – If the application is being prepared by someone other than the owner, the application must include a notarized authorization from the owner granting permission to the preparer to represent the owner for purposes of the 1603 program.
- Lease Waiver** – If an eligible lessor elects to pass-through the payment to the lessee, the lessee and lessor must agree that the lessor waives all right to the 1603 payment. Submit an executed written

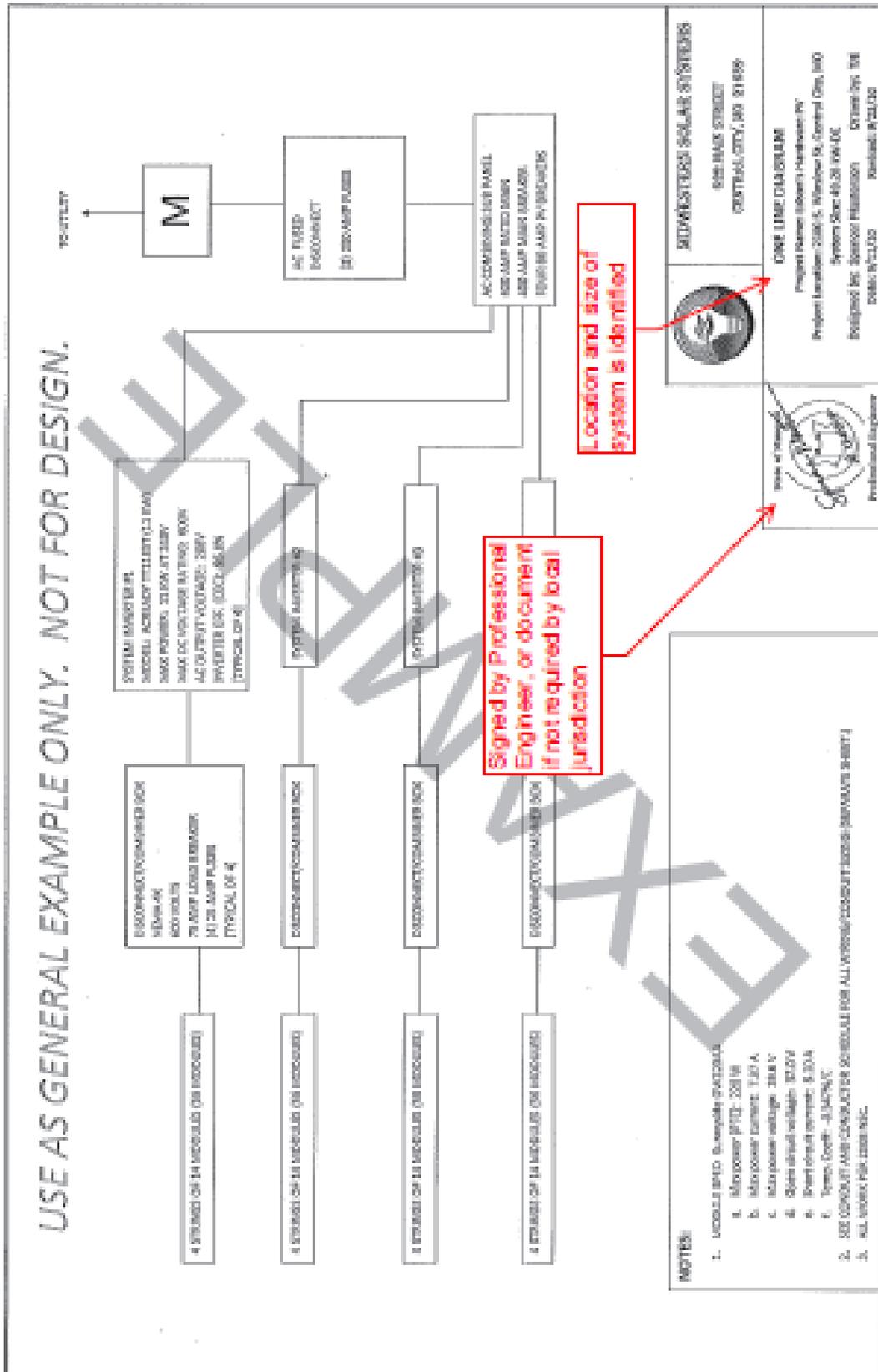
agreement between the lessor and lessee of the energy property. See page 18 of the Guidance for the required contents of the agreement.

- Demonstrate Applicant Eligibility** – If you are a sole proprietorship, provide documentation to verify your business purpose and eligibility as a taxpaying business entity (for example, Schedule C (Form 1040)). If you are a limited liability company (LLC), select “other” and identify the LLC name and State that the LLC is organized in. If the LLC is not directly taxed as a corporation, please provide an organization chart and/or narrative that clearly describes ownership, including holding companies and affiliates, demonstrating the applicant’s eligibility as a taxpaying business entity.
- Business Website** – If you have a business website, please provide the website in Section 3A of the application.
- Registered in CCR** – *All applicants* must make sure the DUNS number provided on the application is active and registered in the CCR. Treasury is unable to make a payment without these.
- Sign the Terms & Conditions** – The Terms & Conditions will appear after you submit the application. The application is incomplete until they have been signed.

*This checklist is for applicant use only and does not address all possible scenarios for a complete application. Please do not upload the checklist. Ultimately, IRS rules and Treasury 1603 requirements apply (to view Treasury Program Guidance: [www.treasury.gov/initiatives/recovery/Pages/1603.aspx](http://www.treasury.gov/initiatives/recovery/Pages/1603.aspx). Questions related to the checklist or the attached documents may be sent by email to [1603Questions@treasury.gov](mailto:1603Questions@treasury.gov).*



**Design Plans: One-line diagram** – show the location and capacity of the system, how each component is connected, and how the system is connected to the grid.



**Commissioning report** – show a description of the energy system, location, size, date it was commissioned, and signature of the commissioning agent.



## MIDWESTERN SOLAR SYSTEMS

622 MAIN STREET  
CENTRAL CITY, MO 21639

Energy system and size is identified.

Dear Mr. Edson,

I am the project manager who designed and supervised the installation of the 49.28 kW-DC solar PV system at Edson's Hardware Store, 2100 South Winslow Street in Central City, Missouri. The local electrical inspector has approved the project and the local utility, American Power Company, has installed the net-meter, inspected the system and accepted the interconnection with their transmission network. System Details:

Nameplate Capacity: 49.28 kW-DC  
Module Type: Sunnyside GW220AA (220 watts)  
Number of Modules: 224  
Inverter Type: ACReady TT11EXT (11 kW)  
Number of Inverters: 4  
Estimated Annual Production: 59,136 kWh

Date that system was commissioned

We successfully commissioned the system on December 1, 2010 and began net-metering operation with American Power Company on December 15, 2010. Energy production measured during commissioning was above design levels for all sixteen strings.

Thank you for choosing Midwestern Solar Systems for your project.

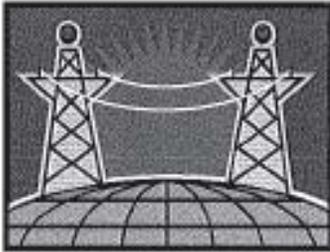
Sincerely,

Spencer Masterson, PE  
Lead Project Manager  
Midwestern Solar Systems

Signature of commissioning agent

Attached: Commissioning Field Data Sheet(s)

**Permission to operate** (required for energy properties connected to the electrical grid) – show the date permission given, identification of the system, and wording in which the utility provides the authorization to interconnect the energy property to the electrical grid.



**AMERICAN POWER COMPANY**

YOUR LOCAL ELECTRIC UTILITY

December 9, 2010

Date on which permission was given

Edson's Hardware Store, LLC  
2100 South Winslow Street  
Central City, MO 21638

Energy system is identified

Re: Interconnection and Net Metering

Dear Mr. Edson,

American Power Company has accepted all your interconnection paperwork and has inspected the installation of your net-metering facility, described as:

Type: solar PV rooftop  
Capacity: 49.28 kW-DC  
Location: 2100 South Winslow Street, Central City, IO  
Installer: Midwestern Solar Systems

Your interconnection is complete and this letter documents that we are granting you permission to operate your solar system in parallel with our transmission network. Thank you for choosing renewable energy generation for your establishment.

Best Regards,

Travis Jones  
Net Metering Manager  
American Power Company

Final permission given to connect energy system to the electrical grid

**Detailed cost breakdown** – show the name and address of the entity paying for the energy system, location and nameplate capacity of the energy property, and a detailed breakdown of all equipment, labor, balance of system, and other costs. Individual items add up to the total cost basis, as shown in section 5A of the application.

Additional documentation is required for applications with a cost basis or \$500,000 or more.



MIDWESTERN SOLAR SYSTEMS

# INVOICE

Customer/payee is identified

Date: October 15, 2010  
INVOICE # 2010-99

Location and energy system is identified

To: Edison's Hardware Store, LLC  
2100 South Winslow St.  
Central City, MO 21638  
Customer ID [ABC12345]

Site Location	Job Description	Payment Terms
2100 South Winslow St. Central City	49.28 kW-DC design and install roof mount	10% on receipt; remainder upon completion

Qty	Description	Unit Price	Line Total
224	Solar modules: Sunnyside GW220AA (220 watts)	454.25	101,752.00
4	Inverters: ACReady T111EXT (11 kW)	4,200.00	16,800.00
1	Racking (roof mount, 20 degree tilt)	23,000.00	23,000.00
1	Electrical (combiner boxes, shut offs, conduit, wiring, etc.)	15,527.00	15,527.00
	<b>Subtotal Materials</b>	<b>157,079.00</b>	<b>157,079.00</b>
	Sales tax (5%)	7,854.00	7,854.00
	Delivery charges	1,878.00	1,878.00
	Racking Installation Labor	12,300.00	12,300.00
	Module Installation Labor	23,625.00	23,625.00
	Electrical labor (Subcontract: Bvls Electric Co.)	14,000.00	14,000.00
	Engineering design	1,500.00	1,500.00
	Permitting	275.00	275.00
	Project Management/administration	2,450.00	2,450.00
	<b>Subtotal All</b>		<b>220,961.00</b>
	Overhead and Profit (10%)		22,096.00
	<b>TOTAL</b>		<b>\$243,057.00</b>

Equipment, labor, BOS and other cost broken down

Make all checks payable to Midwestern Solar Systems  
Thank you for your business!

Invoice total matches the applied-for cost basis