



2019 POWERCLERK STATUS GUIDE

-RESIDENTIAL PROJECTS-

This PowerClerk Status Guide explains each status a residential project may be associated with. It also highlights what communications are associated with each particular status. The statuses are listed in alphabetical order. This list is not reflective of the actual work flow a project takes. Please contact Sunshare@tep.com for any questions.

APPLICATION APPROVED: Project has been reviewed and approved by TEP. Projects are approved based on the correctness and completeness of the information provided, including uploaded TEP documents and project drawings. Projects in this status have proceeded through TEP's review of submitted project drawings. The following is a list of project application information that is verified during the approval process:

- Installation type (DG Install, Upgrade, Expansion, Battery, etc.)
- Property owner (Signer of TEP documents)
- System size
- Method of interconnection
- Module and inverter specifications
- Battery storage components
- Variance requests (If applicable)
- Adherence to TEP's service requirements via review of submitted Site Plan and 3-Line

APPLICATION CORRECTIONS SUBMITTED: At this status the installer has corrected any error/errors called out by the utility on its initial review. The "corrected" application has been returned to TEP for its second review. Corrections were initially called out by the utility when the project was placed in the Application Requires Corrections status.

APPLICATION REQUIRES CORRECTIONS: Installation submissions in this status contain an administrative and/or technical error discovered during TEP's initial review process. Corrections can be made and application submissions returned for review of adherence to our program. Errors found during this review can include:

- IA or Consumer Acknowledgement Form does not meet signature rules or is improperly filled out
- Errors contained in selection of installation type
- Submitted documents are not signed by the actual property owner
- Method of interconnection does not match requested TEP Work Order
- Variance is needed, but has not been requested



APPLICATION REQUIRES INSTALLER ACKNOWLEDGEMENT: Project requires installer to “acknowledge” that they agree with and will adhere to install requirements as outlined by TEP’s Technical Specialist. Installer also has the option to check “No, I don’t agree”. TEP will withdraw project submission.

APPLICATION REVIEW: Project has been officially submitted to TEP for review. At this point, the input of project information has been completed.

- Customer information
- DG project information
- Interconnection Agreement (“IA”)
- Consumer Acknowledgment

CANCELLED: Project is no longer considered active. System cancellations occur when a project hits the stated 180-day to build time frame referenced in the project approval letter.

CHANGE REQUEST APPROVED: Installer submitted Change request has been reviewed and approved by TEP. Project will continue to follow original timeline established prior to change request approval.

CHANGE REQUEST INFORMATION NEEDED: Application change request has been reviewed by TEP. Additional information is needed to complete review and approve and/or deny Change Request.

CHANGE REQUEST SUBMITTED: Project has change in approved scope of work. Installer has submitted a formal request to update the approved application. The below changes are acceptable to request when utilizing the Change Request Form.

Method of Interconnection

Variance

System Size Increase greater than 1 kWac

Increase in system size in total over 10 kWac

A submitted and approved Change Request is NOT required for in the following project revisions:

System size decrease

Change in quantity of modules

Update to module manufacturer

Revision to inverter manufacturer UNLESS system kWac size changes

Increase of 1 kWac or less

If a Change Request is not approved, the project will return to Application Approved its pre-Change Request format.



CHANGE REQUEST TECHNICAL REVIEW: The submitted Change Request contains a revision that calls for additional review by TEP's Technical Specialist.

COMPLETE: Project is installed, has received meter set and granted Permission to Operate (PTO).

CUSTOMER WITHDRAWN: Customer has decided to no longer move forward with project.

DENIED: Project is cancelled by TEP prior to approval or by having exceeded the 30 day deadline associated with the Applications Corrections Needed status.

DOCUMENT COLLECTION: The opportunity to upload required 3-line diagrams and plot plans. This status also provides for the upload of photos and for the review of previously uploaded customer documents. This status is only available for 30 days. Reminder e-mails are sent out at the 10-day mark. Projects that exceed timeframe are considered withdrawn by the installer.

DRAWING REVIEW: Projects in this status are awaiting final review of drawings and technical specifications by TEP. TEP's review or approval of application drawings, plot plans and other documents related to the installation in no way relieves the customer **or** installer from compliance with TEP's distributed generation interconnection requirements, electric service requirements and/or applicable building and safety codes.

DUPLICATE: This status is selected when a received project is a direct duplicate of a previously submitted project. Submissions that are duplicates and placed in this status are retained as record by PowerClerk.

INSPECTION FAILED: Project has failed TEP's field inspection. Installer is notified of the reasons that the project failed inspection. Corrections to the installation must be made and communicated back to TEP before the project can advance to a DG meter set.

INSPECTION REQUIRED: Project carries inspection requirement for any number of reasons; however, the most common are:

- Self-install
- Variance request



INSTALLER WITHDRAWN: Installer has decided to no longer move forward with project. Installer Withdrawn is also the default status for residential “Document Collection” projects that go past 30 days due to installer lack of advancement.

NOTICE OF INSTALLATION COMPLETION (NIC): All projects advanced to this status by the installer are considered installed and ready for meter set. Projects progressed to this status that successfully pass NIC review and have Distributed Generation Clearance (DGC) will progress to Meter Set Approved. In the event of a NIC failure, the project will be placed in the Notice of Installation Completion NIC Requires Corrections status for corrections and then returned by the installer to Notice of Installation Completion once corrections have been made.

NOTICE OF INSTALLATION COMPLETION REVIEW: Projects in this status have previously been placed either in Meter Set Pending Receipt of AHJ Clearance status or have required inspection by TEP and are now moving forward to Meter Set Pending.

NOTICE OF INSTALLATION COMPLETION (NIC) REQUIRES CORRECTIONS: Errors have been found during final administrative and drawing review of the submitted NIC. Common failure errors are:

- Incomplete or missing final proof of AHJ inspection
- Missing plot plan or drawings
- Equipment change from initial application to final submission

METER SET PENDING: All requirements have been met for processing of a request for meter set.

METER SET FAILED: Project failed a meter set attempt by TEP Meter Technician. Meter set failures can occur for various reason such as:

- Deviations from SR-702
- NEC code and/or safety violations
- No Access

METER SET CORRECTIONS MADE: Corrections have been made to a project previously placed in meter set failed status.



METER SET PENDING RECEIPT OF AHJ CLEARANCE: Installer has submitted the NIC to notify the utility that the project has been completed. Receipt of clearance from the AHJ is still outstanding.

NO METER ACCESS: Access issue occurred in the field. Common reasons for no access issues are the following:

- Locked gate
- Dog and meter in same yard
- Community gate code

PENDING FACILITIES UPGRADE: Projects in this status are held until an upgrade can be completed. Typical work performed during an upgrade:

- Service panel
- Transformer

PRE-APPROVAL REVIEW: This status is the last review for a project that is post technical review.

POST INSTALLER ACKNOWLEDGEMENT REVIEW: The installer has read through TEP's notes and/or requirements for their installations as provided by TEP's Technical Specialist. The project is Approved if the installer agrees to the install requirements. If the Installer disagrees with TEP's requirements, the project will be withdrawn.

PROJECT ON HOLD: Installation cannot proceed until a determined time.

PTO: Project has received Permission to Operate from TEP.

TECHNICAL CORRECTIONS NEEDED: Installation submissions in this status contain an error of a technical nature found during TEP's review process up to and including a field review. Required corrections can be made and submissions returned for review of adherence to our program.



TECHNICAL REVIEW: Projects that require a more in-depth review will move from Drawing Review to Residential Technical Review. The following are potential reasons for additional project review:

- Self-Install
- Variance request
- Service upgrades or alterations
- Project includes battery energy storage

UNSUBMITTED: An installer has initiated a project application, but has yet to complete and submit it to TEP.