

Solar/Photovoltaic Information Guide

Please note that this is NOT an application for PA AEPS certification; the application must be completed online at <https://pennaeps.com/>

General Information

- **Installation Address:** Full street address where the physical asset is installed.
- **Online Date (Date System Energized):** The precise date (Year-Month-Day) your system was turned on, left on for operation, and began continuously tracking solar dedicated production. Note: If your system was turned online prior to the year 2014, you must type the year in manually.
- **Interconnection Approval Date:** Depending on the utility, this must be the final approval to operate date listed on the Certificate of Completion, Permission to Operate Letter or other utility issued document confirming approval to operate. This must match the date on the form you upload in Step 4.

Required System Attributes

- **Module Power Rating:** This is the size in watts of each solar PV module or panel in the array.
- **Number of Modules:** The total number of modules or panels in the array. Note that the PA AEPS program defines an array as module(s) with the same module power rating, tilt, and azimuth.
- **Tilts and Azimuth:** Tilt refers to the angle at which the solar panel is installed vertically from the ground so it can face the sun. Azimuth is the orientation of the array in relation to the equator in which north = 0 degrees, east = 90 degrees, south = 180 degrees, and west = 270 degrees.
- **# of Inverters / Capacity of Each Inverter (in Watts):** The number of inverters and the capacity for one of the inverters in the set.
- **Usable Energy:** If this is a battery system, please provide the usable energy in kilowatt hours (kWh). This information can be found on the battery manufacturer's datasheet which can be found online by searching the battery model.

Required Documentation Checklist

- Array & Module Photos** – Photos showing all modules within each array listed are required. The photo(s) must be clear enough to allow counting of each individual module.
- Commercial Operation Verification** – A Certificate of Completion (CoC), or Permission to Operate (PTO) document, or other utility issued document confirming commercial operation date is required for all systems. This will contain the date that the utility granted final approval to operate the system.



- Dedicated Generation Meter Photo** – If an application is submitted more than 30 days after utility interconnection approval is issued, a meter photo is required. This may be taken from a solar-dedicated meter itself showing the reading or from an online monitoring portal, if applicable. Photos from bi-directional meters are not allowed for verification purposes as they reflect the net production and consumption of a system.
- Aggregator Relationship Document** – If you have selected an aggregator to manage your system, either a Recognition of Assignment (ROA) or a Schedule A is required. An ROA is required for leased/PPA systems while a Schedule A is required for non-leased/PPA aggregated systems. Please thoroughly review the document and ensure that all required signatures are present.
- Electrical Line Diagram** – If your system contains a battery, a site-specific electrical diagram showing the location of the battery is required.
- Site Layout Plan** – For facilities > 250 kW DC, a site plan showing the layout of all installed modules is required.