

SRP PowerClerk

Residential Applicant User Guide



Delivering water and power®

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A. Accessing PowerClerk

The SRP portal is located at srpinterconnect.powerclerk.com.

Instructions for new users on how to register can be found on the login page. Registration to the site must be completed before you can access the portal. To register, click on **Register a new account** located under the blue **Log In** button.

The screenshot shows the SRP Interconnection Application Portal on the PowerClerk website. The header includes the SRP logo (Delivering water and power™) and the PowerClerk logo. The main heading is "SRP Interconnection Application Portal" with the subtext "Open for new applications". A news banner says "News: Welcome to the new PowerClerk!". Below this, a message states: "Before you begin, make sure you've reviewed the interconnection process, see links below. When ready, use PowerClerk to complete your interconnection application package. To register for PowerClerk, click on *Register a new account* in the Log In box on the upper right." The "Interconnection process" is shown as a six-step flowchart: 1. Apply in PowerClerk, 2. SRP Application Review, 3. SRP Technical Review, 4. Construct Facility, 5. SRP Inspection and Commission, and 6. Permission to Operate. Under "More resources", there are links for tutorials, frequent users, and contact information for commercial and residential users. On the right, a "Log In" box contains fields for Username and Password, a "Log In" button, and links for "Forgot Password?" and "Register a new account". An orange arrow points to the "Register a new account" link.

PowerClerk

SRP Interconnection Application Portal

Open for new applications

News: Welcome to the new PowerClerk!

Before you begin, make sure you've reviewed the interconnection process, see links below. When ready, use PowerClerk to complete your interconnection application package. To register for PowerClerk, click on *Register a new account* in the Log In box on the upper right.

Interconnection process

1. Apply in PowerClerk
2. SRP Application Review
3. SRP Technical Review
4. Construct Facility
5. SRP Inspection and Commission
6. Permission to Operate

More resources

- [Tutorials for new PowerClerk users](#)
- [Frequent users FormSense](#)
- Commercial - If you have questions, please email SRPSolarBiz@srpnet.com
 - [Interconnection Process](#)
 - [Frequently asked questions](#)
 - [SRP contractor process](#)
 - [Handbook](#)
 - [ESS Configuration](#)
- Residential - If you have any questions, please email DER@srpnet.com
 - [Program Requirements](#)
 - [Frequently asked questions](#)

Log In

Username:

Password:

Log In

[Forgot Password?](#)

[Register a new account](#)

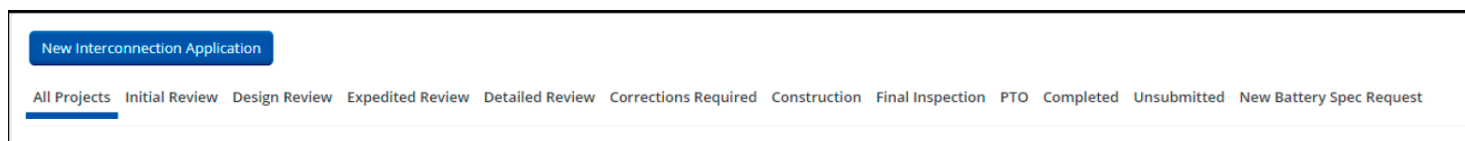
If you have a PowerClerk account with APS, Go to Settings > Add Programs > Program to Add: Agency, select SRP from the dropdown, then, select Add Program. To change between other utilities, click on the "Change Program" on the top right.

SALT RIVER PROJECT - COMMERCIAL INTERCONNECTION - TEST

[Change Program](#)

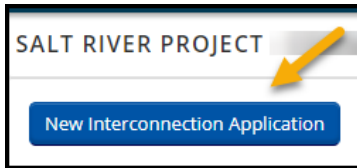
The SRP PowerClerk dashboard page will appear as below. The dashboard is designed to provide a list of active applications within their respective process status.

1. **All Projects:** This view contains a list of all projects. Here you can keep track of all projects, whether they are unsubmitted or submitted.
2. **Initial Review:** Once an application has been submitted, it will move to Initial Review. In this status, SRP is reviewing the application to ensure it meets all program requirements.
3. **Design Review:** This view contains a list of all applications in this process status.
4. **Expedited Review:** For projects greater than 300 kW-AC, a study is required by various distribution technical teams. For additional details, please visit srpnet.com/environment/solar/business/docsandforms.aspx.
5. **Detailed Review:** For projects 1 MW AC and above, a more in-depth study is required by various distribution technical teams and will address the requirement for telemetry. For additional details, please visit srpnet.com/environment/solar/business/docsandforms.aspx.
6. **Corrections Required:** When an application is denied in Initial Review or Design Review or turned down in Final Inspection, it will move into this status and will require action on your end.
7. **Construction:** This status is given when an application is being installed and SRP still requires City Clearance (CC) or a Certificate In-Lieu of Electrical Clearance (CILC).
8. **Final Inspection:** Once an application has passed Initial Review and Design Review and we have received CC or a CLIC, the application will move into this status. This does not replace the process for scheduling an inspection via SharePoint.
9. **PTO:** This status is for commercial interconnections.
10. **Completed:** This view contains a list of commissioned applications.
11. **Unsubmitted:** This view contains a list of all unsubmitted projects.
12. **New Battery Spec Request:** This view contains applications that are waiting for new battery specification approvals.



B. Initiating a New Application

1. Click the **New Interconnection Application** button to begin.



2. The Application form is composed of nine pages:

- Welcome
- Applicant
- Customer
- Installer
- System Owner
- Interconnection
- System Information
- Documents
- Submit

B.1. Welcome

Welcome

This is the SRP application for
Distribution Interconnection.

Any interconnection request of a DER (Distributed Energy Resource) facility on the SRP Distribution System (voltage levels less than 69KV) will require an application. A customer sited DER facility operates in parallel to SRP's distribution system and includes behind the meter generation, energy storage and back-up generation.

Keep in mind these tips as you fill out your application:

- PowerClerk automatically saves your progress.
- You can log out and when you return you'll be able to pick up where you left off. Navigate using the buttons at the bottom of the page or the page boxes above.
- Click the "Submit" button at the end of the application to submit.
- If you frequently submit applications for a company, FormSense is for you. It will automatically load company and applicant profiles. Learn how to set up your FormSense at [FormSense](#).

If you have any questions about the application or program requirements please contact:

SRP Commercial Interconnection at (602) 236-4663 or SRPSolarBiz@srpnet.com, technical specifications visit [SRP Commercial Interconnection](#) website.

SRP Residential Interconnection at (602) 236-4448 or DER@srpnet.com, technical specifications visit [SRP Residential Interconnection](#) website

Now, let's get started on your application...

Next

B.2. Applicant

Applicant

Who is completing this application? The person providing this information is the Applicant. You may be the Customer of Record or anyone else authorized to apply by the Customer of Record.

Applicant ⓘ

Name *

First

Last

Company

Company

Address *

Street

City

▼

Zip Code

Email *

Email

Phone *

(###) ###-####

Additional Applicant Email ⓘ

Back

Next

B.3. Customer of Record

1. If the customer has an SRP account at this site, select **Yes**.
2. Enter the customer's SRP account number and billing meter number, then click **Retrieve Customer Information**. If there is no meter, type "0" in the Meter Number field.
 - The customer's name, address information and current price plan will populate validating the information provided against SRP's Customer Information System.

Account Number from SRP Bill *

Meter Number from SRP Bill *

Click "Retrieve Customer Information" below to retrieve your SRP data.

Retrieve Customer Information

Description of Service
New Facility at Existing Service

Customer of Record

New Contact

Name *

First Last

Company

Company

Address *

Street

City Zip Code

Email *

Email

Phone *

(###) ###-####

3. Enter the customer's email address and phone number.
 - All communications will be sent here.
4. Select **Yes** or **No** for the following question: Is access to any required metering by SRP personnel in any way restricted or impeded (locks, gates, walls, etc.)?
5. If property is a rental, select **Rental Property**.

6. If property is in the name of a trust or LLC, select **Yes** from the drop-down menu, select **New Contact**, and then fill in the required fields. Enter Trust or LLC name in the “Company” field and select the “Title of Authorized Signatory.”

Property Owner

Is the Customer of Record also the owner of the property where the system is interconnected?

☐ Rental Property

Is this a Trust or LLC? *

Select...

For Trust/LLC add Name of Authorized Signatory in First and Last name fields and add name of Trust/LLC in company field and add title of authorized signatory.

Property Owner Company and Point of Contact

New Contact

Name *

First

Last

Company

Address *

Street

City

Zip Code

Email *

Email Address

Phone *

(###) ###-####

7. If the customer of record is the property owner, select **Customer of Record** from the drop-down menu. Otherwise, select **New Contact** and fill in all the fields.
8. Click **Next** when ready to move to the next page.

B.4. Installer

- If the installer is the same as the applicant, select **Applicant** from the drop-down menu and the applicant information will automatically populate.

Installer

Who is installing the system? Please provide [Installer](#) company, contact name, address and Arizona contractor's license number.

Installer Company and Point of Contact

New Contact

New Contact

Applicant

Customer of Record

Property Owner Company and Point of Contact

Last

Company

Address *

Street

City

Zip Code

Email *

Email

Phone *

(###) ###-####

- If there is a separate dealer, select **yes**, select new contact and then enter the contact information for the dealer.

- Click **Next** when ready to move to the next page.

B.5. System Owner

1. In contract type, if the system owner is the same as the customer, select **Customer of Record** from the drop-down menu. If the system owner is the property owner, Trust or LLC, then select **Property Owner** from the drop-down menu. If it is someone else, then select **New Contact**.

2. Click **Next** when ready to move to the next page.

B.6. Interconnection

1. Select either **Line Side Tap** or **Load Side Tap**.
2. Choose the inverter voltage from the drop-down menu that is being added.
3. Click **Next** when ready to move to the next page.

B.7. System Information

1. Select the project scope: **Generation**, **Storage**, or **Generation & Storage**.
2. Identify the type of generation: Inverter-Based or Spinning Mass.
 - If Inverter-Based:
 1. Specify the Inverter: quantity, manufacturer and model.
 2. Specify the PV Array: quantity, manufacturer and model.
 3. Enter the Tilt, Azimuth and Tracking of the array.
 4. Tracking is fixed, single-axis or dual-axis.
 5. If an additional inverter or array is needed, click on either **Add Inverter** or **Add Array**.
 6. Press the **Calculate** button to determine the PV DC rating, Inverter AC rating and Energy Capacity if there is a battery attached to the PV inverter.

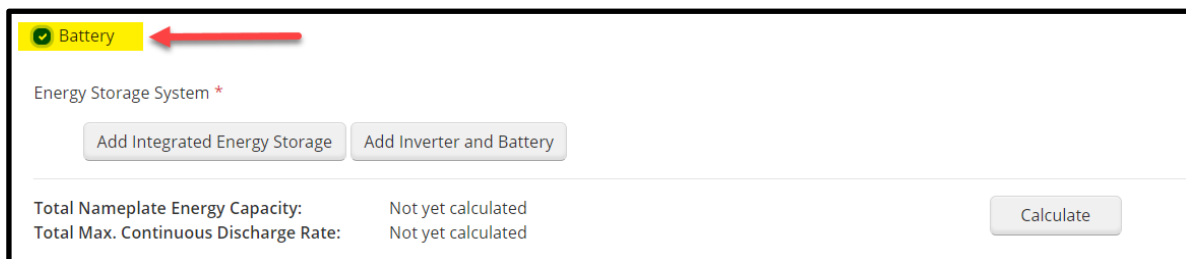
The screenshot shows a web form titled "PV System Specification". It contains two main sections for adding components. The "Inverter" section has a "Qty" field with the value "1", a "Tesla" dropdown menu, and a "3.9 kW (Model 1534000-xx-y (240V) [SI1])" dropdown menu. Below this, it says "Efficiency Rating: 0.955". The "PV Array" section has a "Qty" field with the value "15", a "Tesla" dropdown menu, and a "25W (Model SR25T3)" dropdown menu. Below this, it says "PTC Rating: 0.0219". There are also fields for "Tilt" (with a range of "0° to 90°"), "Azimuth" (with a range of "0° to 359°"), and a "Tracking" dropdown menu set to "Fixed". At the bottom of the form, there are three buttons: "Add Array", "Add Battery", and "Add Inverter". Below the buttons is a summary table with the following data:

System Rating:	Needs to be recalculated
Inverter Rating:	Needs to be recalculated
Estimated Annual Production:	Needs to be recalculated
Design Factor:	Needs to be recalculated
Total Nameplate Energy Capacity:	Needs to be recalculated

A "Calculate" button is located to the right of the summary table.

NOTE: If you have selected **Generation** as the project scope, DO NOT use the **Add Battery** button. This will give you an error message. To add a battery project, you must select **Generation & Storage** or **Storage** only.

- If installing a battery that is connected to the PV inverter, add the battery in the PV system specification section. If installing a battery that has its own inverter or is an integrated battery, then select the battery checkbox and add the battery to the Energy Storage System Component (see screenshot below).
- Press the **Calculate** button to determine the Total Nameplate Energy Capacity (kWh) and Total Max. Continuous Discharge Rate (kW).



Battery

Energy Storage System *

Add Integrated Energy Storage Add Inverter and Battery

Total Nameplate Energy Capacity: Not yet calculated
Total Max. Continuous Discharge Rate: Not yet calculated

Calculate

- If the battery that is being installed is not on the list of batteries, then upload the battery specifications for the new battery in the field provided.
 1. Select the type of ESS configuration.
 2. Choose the primary battery use.
 3. Provide the battery location.
 4. Select **yes** or **no**: Is battery located in a climate-controlled space?
 5. Select **New Price Plan**.
 6. Select **yes** or **no**: Does the project include a Demand Management System?
 7. Provide the total cost of the system.
 8. Click **Next** when ready to move to the next page.

B.8. Documents

1. Upload all required documents (marked with a red asterisk*).
2. If the customer is applying for a rebate, they must submit a W9. Select **one** option from the highlighted fields below:

The following fields are used to populate the W9 form. Please select only one option.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

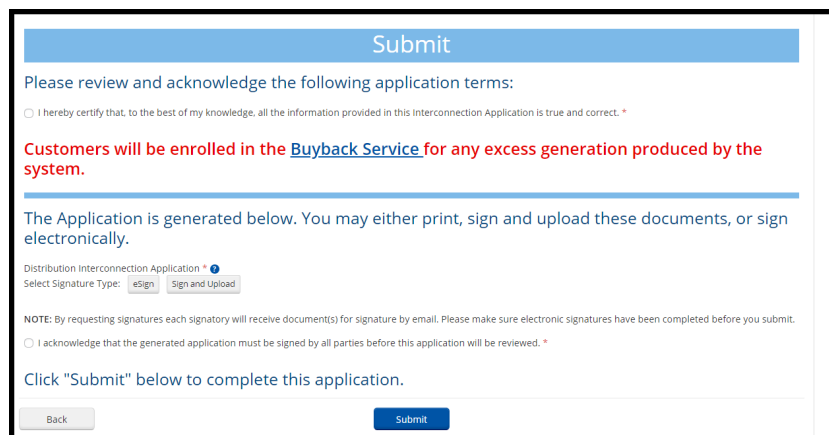
☐ Trust/Estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership)

3. Click **Next** when ready to move to the next page.

B.9. Submit

1. Applicant must confirm that the information provided on the application is true and correct.
2. If the customer is electing to provide a wet signature, click on **Sign and Upload**.
3. If the customer is electing to **eSign** all documents, select **eSign**. Then, click on **Preview Document** to preview the Distribution Interconnection Application and any other documents that are visible.
4. Once documents have been previewed, click on **Request Signatures**. An email from DocuSign will be sent to each recipient for document eSignature.



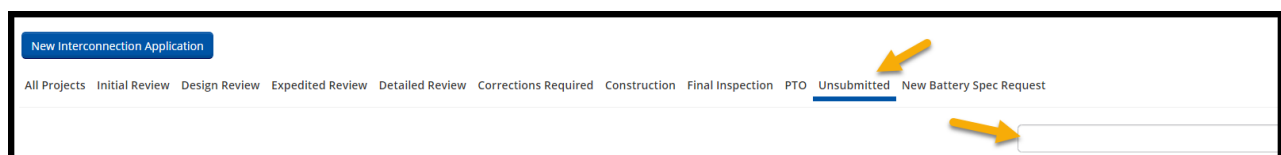
The screenshot shows a web form titled "Submit". It contains the following elements:

- A blue header bar with the word "Submit" in white.
- Text: "Please review and acknowledge the following application terms:"
- A checkbox with the text: "I hereby certify that, to the best of my knowledge, all the information provided in this Interconnection Application is true and correct. *"
- Text in red: "Customers will be enrolled in the [Buyback Service](#) for any excess generation produced by the system."
- A horizontal blue line.
- Text: "The Application is generated below. You may either print, sign and upload these documents, or sign electronically."
- A section titled "Distribution Interconnection Application * 1" with a sub-label "Select Signature Type:". Below this are two buttons: "eSign" (selected) and "Sign and Upload".
- A "NOTE:" section stating: "By requesting signatures each signatory will receive document(s) for signature by email. Please make sure electronic signatures have been completed before you submit."
- A checkbox with the text: "I acknowledge that the generated application must be signed by all parties before this application will be reviewed. *"
- Text: "Click 'Submit' below to complete this application."
- At the bottom are two buttons: "Back" and "Submit".

5. After the documents have been sent for eSignature, the application can be closed. All application data has been saved. An application cannot be submitted until all required signatures have been received.

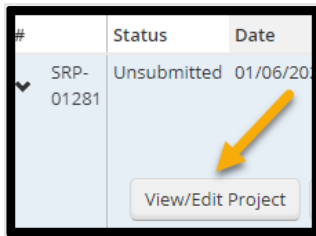
B.10. Submitting Application After Signatures Are Complete in DocuSign

1. Unsubmitted applications can be found under the **Unsubmitted** or **All Projects** views on the dashboard page.
2. Once eSignatures are received, locate the application by searching for customer name or address in the search box.



The screenshot shows the top navigation bar of the SRP PowerClerk dashboard. It includes a "New Interconnection Application" button and a series of tabs: "All Projects", "Initial Review", "Design Review", "Expedited Review", "Detailed Review", "Corrections Required", "Construction", "Final Inspection", "PTO", "Unsubmitted", and "New Battery Spec Request". The "Unsubmitted" tab is highlighted with a blue underline. Two yellow arrows point to the "Unsubmitted" tab and a search box below it.

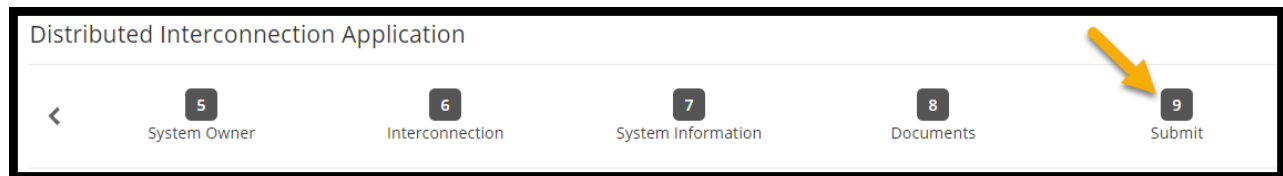
- Click on the arrow in the first column, then click **View/Edit Project**.



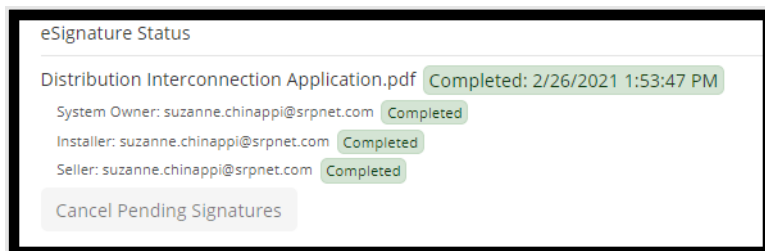
- Under **Available Forms**, locate the **Interconnection Application** form and click **Continue**.



- Go to **Page 9**.



- All signatures will show as **Completed** with a time stamp. Click **Submit**.



- When the application is successfully submitted, a project number will be generated. Click **Continue**.
- The application status has been changed to **Initial Review** and is now ready for SRP review. There will be a communication sent stating that the application has been received.

C. Application Corrections Required

1. There will be a communication sent stating that the project requires corrections.
2. On the dashboard page, click on **Corrections Required** to locate projects that require corrections. Use the search box to search by project number or address.
3. Click on the arrow in the first column, then click on **View/Edit Project**.
4. Under **Available Forms**, locate the **Application/Design Corrections** form, then click **Begin**.



The screenshot shows a table titled 'Available Forms'. The first column is 'Description' and the second is 'Form Status'. A row is visible with the description 'Application/Design Corrections' and a 'Begin' button. A yellow arrow points to the 'Begin' button.

Description	Form Status
Application/Design Corrections	New Form Became available on 2/

5. There are four pages on this form:
 - On Page 1, review the corrections needed (located in the **first box**). The comments are located below Initial Review Comments.
 - Page 1 also displays the equipment selected.
 - Page 2 displays the customer of record information.
 - On the Documents page, remove and replace deficient attachments (if necessary).
 - Click **View** to download the attachment.
 - Click **Remove** to remove the attachment.



The screenshot shows a document list for 'Installation Contract'. A document named 'BOKMARK ESS.docx' is listed with 'View' and 'Remove' buttons. A yellow arrow points to the 'Remove' button.

Document Name	Actions
BOKMARK ESS.docx	View Remove

- Click **OK** when you get the Confirm remove message.
- Click **Browse** to upload a corrected document.



The screenshot shows a document list for 'Installation Contract'. A 'Browse' button is visible. A yellow arrow points to the 'Browse' button.

Document Name	Actions
	Browse

- Please explain what changes have been made before submitting on Page 4.

1 System Information 2 Application Information 3 Documents 4 Submit

Submit

Initial Review Customer Response *

Click "Submit" below to complete the form.

Back Submit

- The project status will automatically change to **Initial Review - Modifications** and it is now ready for SRP review.

View/Edit: SRP-01110

Go To Admin Go to SRP

Initial Application **Application Review** Construction Interconnection Request Complete

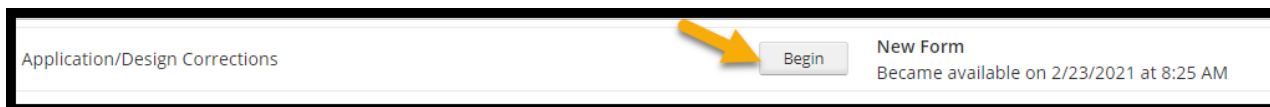
▼ Current Status

Status marked as **Initial Review - Modifications** on 2/25/2021 at 8:20 AM Project Owner: Susanna Varghese (ProgramDes)

Created on 1/27/2021 at 7:54 AM (30 days ago)
Last Updated on 2/25/2021 at 8:20 AM (1 day ago)

D. Design Corrections Required

1. There will be a communication sent stating that the project requires corrections.
2. On the dashboard page, click on **Corrections Required** to locate projects that require corrections. Use the search box to search by project number or address.
3. Click on the arrow in the first column, then click on **View/Edit Project**.
4. Under **Available Forms**, locate the **Application/Design Corrections** form, then click **Begin**.



5. There are four pages on this form:
 - On Page 1, review the corrections needed (located in the **first box**).
 - Page 1 also displays the equipment selected.
 - Page 2 displays the customer of record.
 - On the Documents page, remove and replace deficient attachments (if necessary).
 - Click **View** to download the attachment.
 - Click **Remove** to remove the attachment.



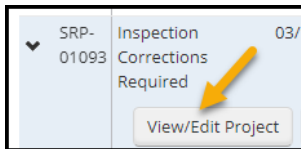
- Click **OK** when you get the Confirm remove message.
- Click **Browse** to upload a corrected document.



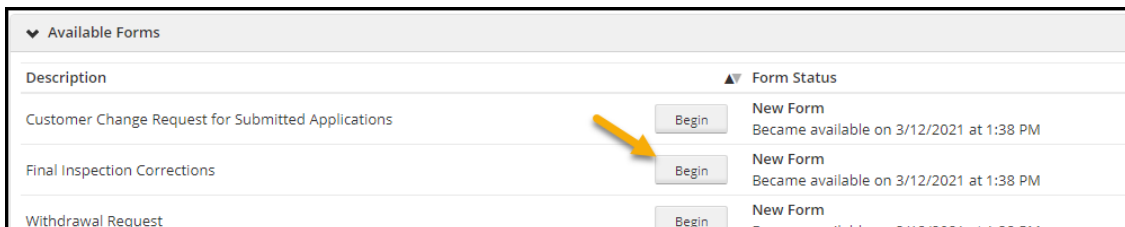
- Please explain what changes have been made before submitting on Page 4.

E. Inspection Corrections Required

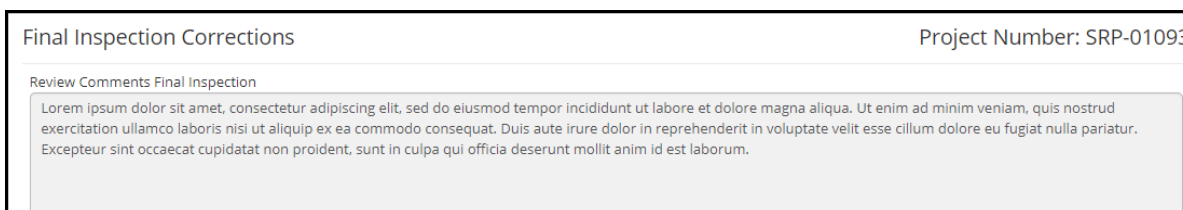
1. There will be a communication sent stating that the application requires revisions.
2. On the homepage, click on **Corrections Required** to locate projects that require revisions.
3. Click on the arrow in the first column, then click on **View/Edit Project**.
 - Or, search by project number or site address in the search box to locate a specific project.



4. Under **Available Forms**, locate the **Final Review Corrections Needed** form and click **Begin**.



5. Corrections needed will be noted in the comment box.



6. Deficient documents will be noted at the bottom of the form. To replace a deficient document, click **Remove**.



7. Click **OK**.

Confirm remove

Are you sure you want to remove this attachment?

Cancel

OK

8. Click **Browse** to locate the corrected document.

Three Line Diagram

Browse

9. Enter Corrective Action Taken in the box provided.

Corrective Action Taken *

10. When the revised attachments have been uploaded, click **Submit**.

Site Plan Diagram

Boosters Pledge.pdf

View

Remove

Uploaded by Susanna Varghese on 12/30/2020 10:43:22 AM

Three Line Diagram

Boosters Pledge.pdf

View

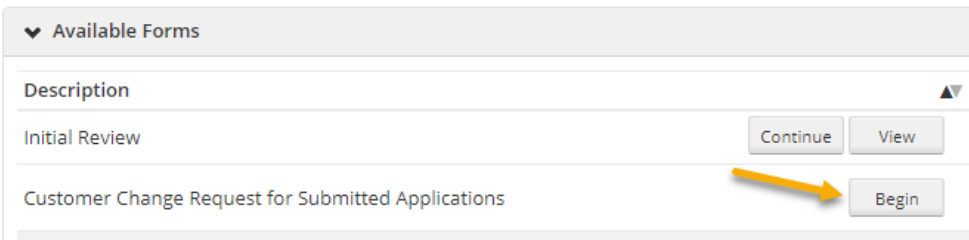
Remove

Uploaded by Susanna Varghese on 12/30/2020 10:43:10 AM

Submit

F. Customer Change Request

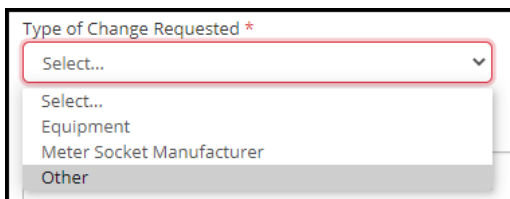
1. The **Customer Change Request for Submitted Applications** form will be available after the application is submitted and until permission to operate has been given.
2. Locate the **Customer Change Request for Submitted Applications** form under Available Forms, then click **Begin**.



The screenshot shows a table titled "Available Forms". The table has two columns: "Description" and "Actions". The first row is "Initial Review" with "Continue" and "View" buttons. The second row is "Customer Change Request for Submitted Applications" with a "Begin" button. A yellow arrow points to the "Begin" button.

Description	Actions
Initial Review	Continue View
Customer Change Request for Submitted Applications	Begin

3. Enter the name of the person who is making the request.
4. Select the type of change requested from the drop-down menu.



The screenshot shows a dropdown menu titled "Type of Change Requested *". The menu is open, showing the following options: "Select...", "Select...", "Equipment", "Meter Socket Manufacturer", and "Other". The "Other" option is highlighted.

Type of Change Requested *

- Select...
- Select...
- Equipment
- Meter Socket Manufacturer
- Other

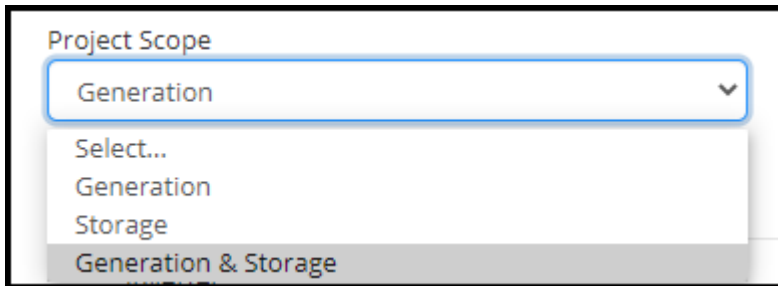
5. Please describe the requested changes.



The screenshot shows a text area titled "Please describe change requested *". The text area is empty.

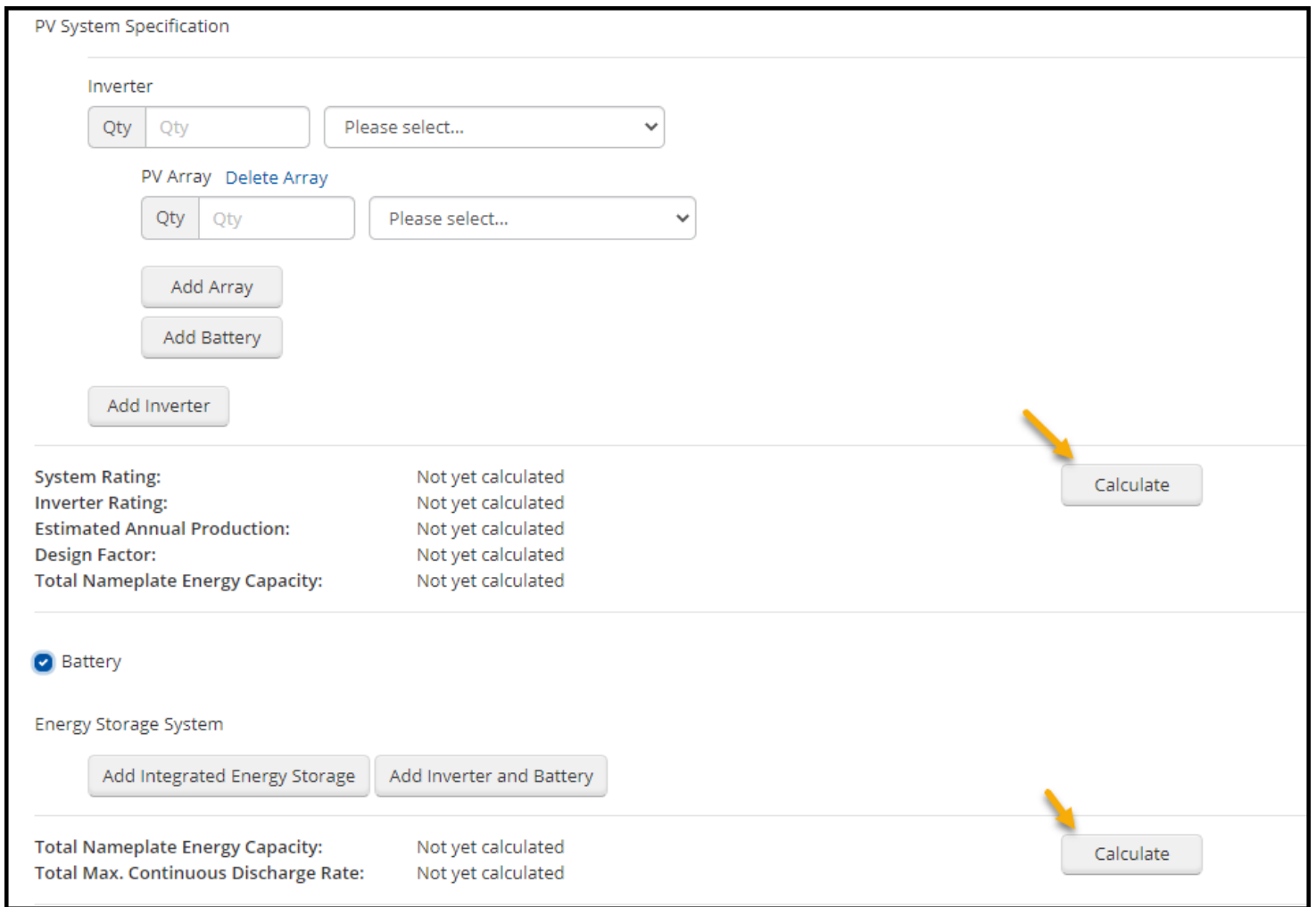
Please describe change requested *

6. Update the **Project Scope** if it is changing.



The screenshot shows a dropdown menu titled "Project Scope". The current selection is "Generation". The dropdown is open, showing the following options: "Select...", "Generation", "Storage", and "Generation & Storage". The "Generation & Storage" option is highlighted.

7. If there is a change to a PV or battery model or manufacturer, then enter the new inverter and module information. Make sure you press the calculate button to recalculate the size of the system.



The screenshot shows the "PV System Specification" form. It includes fields for Inverter and PV Array, buttons for adding components, and a table of system ratings. A yellow arrow points to the "Calculate" button.

PV System Specification

Inverter

Qty Please select... ▼

PV Array [Delete Array](#)

Qty Please select... ▼

[Add Array](#)

[Add Battery](#)

[Add Inverter](#)

System Rating:	Not yet calculated
Inverter Rating:	Not yet calculated
Estimated Annual Production:	Not yet calculated
Design Factor:	Not yet calculated
Total Nameplate Energy Capacity:	Not yet calculated

[Calculate](#)

☒ Battery

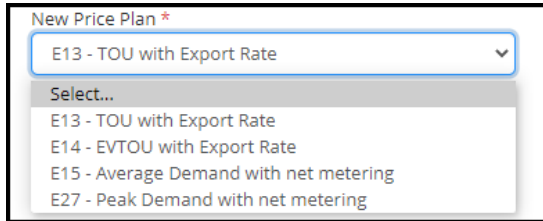
Energy Storage System

[Add Integrated Energy Storage](#) [Add Inverter and Battery](#)

Total Nameplate Energy Capacity:	Not yet calculated
Total Max. Continuous Discharge Rate:	Not yet calculated

[Calculate](#)

8. If there is a change to the **Price Plan**, then select the correct one from the drop-down menu.

A screenshot of a web form section titled "New Price Plan *". Below the title is a dropdown menu with a blue border and a downward arrow on the right. The selected option is "E13 - TOU with Export Rate". Below the dropdown is a list of options: "Select...", "E13 - TOU with Export Rate", "E14 - EVTOU with Export Rate", "E15 - Average Demand with net metering", and "E27 - Peak Demand with net metering".

New Price Plan *

E13 - TOU with Export Rate

Select...

E13 - TOU with Export Rate

E14 - EVTOU with Export Rate

E15 - Average Demand with net metering

E27 - Peak Demand with net metering

9. If removing or adding a Demand Management System, fill in those fields.

10. Upload a new three-line diagram and site plan that shows these equipment changes.

11. Enter the date you are requesting the change.

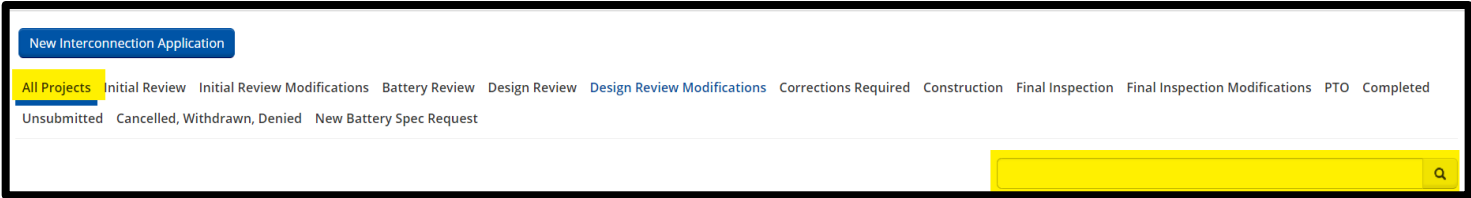
12. **A new Interconnection Agreement is required when changes are made to the system AC capacity or system owner. Sign the new application and a new Interconnection Agreement.**

13. Click **Submit**.

- The status will change to **Initial Review - Modifications** and be sent back to the SRP queue for review.

G. Withdrawal Request

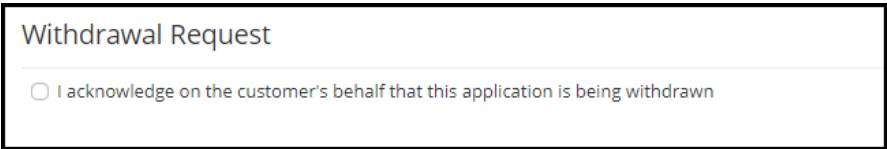
- 1.1. The **Withdrawal Request** form will be available after the application is submitted and until permission to operate has been given.
- 1.2. On the dashboard, select **All Projects** and search the customer’s name or project number in the search box.



- Once the customer record has been located, click on **View/Edit Project**.
- Click **Begin**.



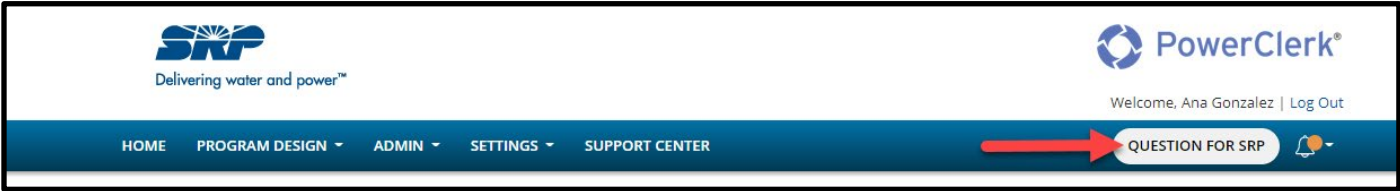
- 1.3 Check the box requesting the withdrawal of the application.



- 1.4 A communication will be sent to the customer confirming that the application has been withdrawn.

H. Question for SRP

1.1. To send a **Question for SRP**, click on “Question for SRP” button.



1.2. If the question is specific to a project, **select “Yes”** and continue to respond to the remaining questions, then, click “Submit Question”.

A screenshot of the "Question for SRP" form. It contains several fields: a radio button selection for "Is your question related to a specific project?" (with "Yes" selected), a dropdown menu for "Which project do you have a question about?", another dropdown menu for "Which of these categories best describes your question?", a text input field for "Enter a title for your question:", and a larger text area for "Please describe your question in detail:". At the bottom right of the form is a blue button labeled "Submit Question", which is highlighted by a red arrow pointing to it from the left.

1.3 To view responses for Question for SRP that are application specific, click on View/Edit Project in the application record.

1	Status	Date	Program Type	Project Size	Residential Reviewer	Account #	Loca #
	SRP- Initial 01128 Review	04/01/2021	Residential	Level 1	None	192016004	5330
2	View/Edit Project		Admin				

1.4 Scroll down to “Question for SRP Threads” and you will see SRP’s reply.

