



**Vermont Small Scale Renewable Energy Incentive Program
SOLAR ELECTRIC SYSTEM
Incentive Reservation Form**

Section A: Customer Information

First Name: _____ Last Name: _____

Non-residential Installation (please circle)? YES / NO

Special Category Customer (please circle)? YES / NO

Special reporting requirements for incentives for Non-residential Installations apply; see Section E below.

Company/Organization Name (if commercial installation): _____

Daytime Phone Number: _____

E-mail Address: _____

Is the Building 50 years or older (please circle)? YES / NO **New Construction (please circle)? YES / NO**

Installation Address: _____

City: _____

State: _____ Zip: _____

Mailing Address (if different): _____

City: _____

State: _____ Zip: _____

Utility Company (check one): Central Vermont Public Service Green Mountain Power

Other: _____

SSN or Fed Tax ID (Circle one and complete): _____ (Required, Confidential)

Section B: Contractor/Installer Information

Company/Organization Name: _____

Solar Electric Partner Status: **Provisional / Full** [provisional partner not eligible to install solar hot water space heating]

First Name: _____ Last Name: _____

Daytime Phone Number: _____

E-mail Address: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____

SSN or Fed Tax ID (Circle one and complete): _____ (Confidential)

Installers not listed by the Vermont Solar & Small Wind Partners Program are not eligible for incentives; see Section E below.

Section C: Photovoltaic System Equipment Information

Is this an expansion of an existing system? **Yes / No**

Solar Electric Module Manufacturer*: _____

Module Model Number: _____

Power Rating of Module (DC Watts under STC conditions): _____

Number of Modules: _____

Total Array Output: _____ DC Watts (Number of Modules x Power Rating)

Inverter Manufacturer*: _____

Inverter Model Number: _____

Inverter's Continuous AC Rating: _____ AC Watts @ 25° C

Are the modules UL 1703 listed? **Yes / No**

Is the inverter compliant with IEEE 929 (including anti-islanding) and UL 1741 listed? **Yes / No**

Number of Inverters: _____

Total Inverter Output: _____ AC Watts (Inverter continuous AC rating x number of inverters)

Mode of Operation (Check One): Grid Connected no battery back up Grid connected with battery back-up

Other (explain) _____

***If this installation is on a public building or public work, it must comply with the "Buy America Provision".**

Section D: Incentive Calculation

Total Array Output (from above): _____ DC Watts

Solar Electric Incentive Calculation: Total Array Output x \$1.25/Watt (up to 10kW) = _____
 (Non-residential Only) + \$0.75/W (10kW–60kW) = _____
 + \$0.50/W (60kW– 150kW) = _____

Total Requested Incentive (Enter the lesser value of the above or \$15,000 for Residential or \$110,000 Non-residential)
 \$ _____

OR: Special Category Customer:

Solar Electric Incentive Calculation: Total Array Output x \$3.00/Watt (up to 10kW) = _____
 + \$2.00/W (10kW–60kW) = _____
 + \$1.00/W (60kW– 150kW) = _____

Total Requested Incentive (Enter the lesser value of the above or 35% of projected installed cost):
 \$ _____

Please include major funding of grants/incentives from other sources \$ _____

Note that the final incentive for Special Category customer installations will also not exceed 100% of the total installed system costs, in combination with the funding listed above, as calculated according to final invoice to be submitted as part of the Project Documentation and Final Incentive Request Form.

CUSTOMER PLEASE COMPLETE:

Are you applying for incentives for more than one system at this time? _____

Have you (or your household or business) ever received an incentive reservation from the Vermont Small Scale Renewable Energy Incentive Program in the past? _____
 If yes, when? _____

NOTE: Maximum cumulative incentive limits based on size and dollar amount:

Residential - \$25,000 combined Solar (10kW and 200kbtu/d) or
Wind (10kW); \$8750 Micro-hydro
Non-Residential - \$110,000 PV-1000kbtu/d SHW – 20kW Wind;
\$8750 Micro-hydro

Note: A final invoice calculating final system costs and specifically listing the incentive amount will be submitted as part of the Project Documentation and Final Incentive Request Form.

Section E: Eligibility Requirements

CUSTOMER INITIAL AND DATE: _____

1. An incentive reservation application must be received and approved before installation begins.
2. All wind, solar electric, and micro-hydro systems must operate as interconnected net metered power systems, must comply with all applicable requirements of the current version of Vermont Public Service Board Rule 5.100, and must obtain and provide a Certificate of Public Good pursuant to 30 V.S.A. §248 from the Vermont Public Service Board. **The CPG must be obtained before installation begins** and must reflect the size of the system installed.
3. Incentives are available only for new equipment –The system must be installed in Vermont by an installer who is a partner in the Vermont Solar & Small Wind Partners Program.
4. All systems must be installed in accordance with National Electric Code® and all other applicable local, state, and federal codes or practices.
5. All required permits must be properly obtained and posted.
6. All equipment must be properly installed according to manufacturer's recommendations.
7. Portable systems, solar thermal air panels, and solar hot water systems for swimming pools are not eligible for incentives under this program.
8. All new systems must include the components necessary to result in a functional independent system. Upgrades to existing systems are also eligible, but to be eligible an upgrade must include new components with a rated output of at least 1 kW for solar electric, 2kW for wind systems or at least 15kbtu/day for solar hot water systems.
9. Roof-mounted wind systems are not eligible.
10. All micro hydro systems must comply with state and federal laws for hydroelectric systems.
11. All inverters must be UL 1741 listed or listed by another nationally recognized testing laboratory for their intended use.
12. For new systems, installers must provide a 5-year warranty on all major system components and installation, with the exception of batteries, for which a 2-year warranty is required.
13. Customers may apply for incentives for more than one renewable system, whether installed at the same time or over multiple installations. Residential customers have a lifetime maximum customer incentive amount of \$25,000 and Commercial and Industrial customers have a two-year maximum customer incentive amount of \$110,000. Customers that have received incentives through this program previously may apply for an additional incentive up to the maximum for their customer category. Special Category customers are capped at 35% of total installed cost for Solar; \$90,000 for Wind; \$17,500 for Micro-hydro. To ensure that the program achieves its goals as equitably and efficiently as possible, there are maximum per-entity size caps, set by technology and customer type.
14. New construction – Developers and builders are eligible for up to five incentive reservations at one time for new construction projects without identified owners.
15. To qualify for an incentive in the Special Category, projects must be for public serving institutions such as: government entities, non-profit low-income multi-family housing authorities, and public schools. Repeated incentives to the same entity for different buildings will be considered depending on program and market conditions.
16. Customers/Grantees may **not** apply for *both* an Incentive *and* a Vermont Solar Tax Credit. If an Incentive recipient claims both a Vermont Business Solar Tax Credit pursuant to 32 V.S.A § 5930z, from the State of Vermont for the project that is the subject of this incentive payment, he or she shall remit the equivalent dollar amount of the tax credit to the State of Vermont for use by the Clean Energy Development Fund. Further, the Grantee, hereby, allows the Department of Taxes to inform the Clean Energy Development Fund through its administrator of such tax credit claimed by the Grantee and the amount of the credit granted.
17. If a customer/grantee (individual, business, low-income multi-family, school, farm, local-state government) receives an incentive, but then removes the installation for which the incentive was approved, the customer/grantee will not be granted any further Incentives for that specific project type (i.e. solar thermal), except for in exceptional circumstances as determined by the Renewable Energy Resource Center.
18. Both residential and non-residential installations have reporting requirements set forth by the American Recovery and Reinvestment Act of 2009. These requirements are to be completed in the Final Project Documentation forms.
19. This project must comply with all standards and requirements of the National Environmental Policy Act.
20. Non-residential installations receiving more than \$2000 in incentives require weekly reporting as dictated by the Davis-Bacon Act. This federal funding requires specific reporting on the number of workers that were hired to complete a project, how many hours were worked, and rate of pay. These forms are available at: <http://www.dol.gov/whd/forms/wh347.pdf> . Weekly Davis-Bacon reports must be postmarked to RERC the Monday following every week in which installation work is performed.
21. Customers/Grantees receiving an incentive via the Vermont Small Scale Renewable Energy Program cannot also receive a grant/loan through the Clean Energy Development Fund.
22. Customers/grantees cannot receive more than one ARRA funded incentive/grant/loan for the same project.

Section F: Other Terms and Conditions

CUSTOMER INITIAL AND DATE: _____

1. Solar and wind incentive reservations are only active for nine months from the date of the incentive reservation approval. **No extensions to this limit will be granted.** Micro-hydro reservations are eligible for a possible one-year extension if progress toward permit approval can be shown.
2. The Project Documentation and Final Incentive Request Form must be completed and submitted before the end of the reservation period.
3. Projects that do not submit a completed Project Documentation and Final Incentive Request Form within the timeframe specified above must submit a new incentive reservation request form. Any such re-submission of an incentive request form will be processed and considered based on incentive availability as of the date of the re-submission. Re-submissions are not guaranteed a second incentive reservation approval.
4. Incentive payments will not be processed for residential or non-residential customers until the installer has submitted all required reporting information set forth by the American Recovery and Reinvestment Act of 2009 – final approval cannot be determined unless and until all American Recovery and Reinvestment Act of 2009 reporting information is submitted.
5. In order to receive an incentive greater than \$2000 for non-residential customers, the installer must comply with required reporting paperwork– final approval cannot be received unless and until all Davis-Bacon reporting forms are submitted.
6. All program requirements and documentation must be complete and submitted in order to receive approval for an incentive payment. Once approved, **incentive payments for residential installations are made by check to the homeowner; incentive payments for non-residential installations are made by check to the installer - special reporting requirements apply for non-residential installations; see Section E above.**
7. Select information (system type, system size, zip code, and total installed costs) on the systems installed with program support will be publicly posted. Additional information may be released upon official request.
8. Solar electric system incentives are calculated according to the module manufacturer's rated panel output under standard test conditions (STC).
9. Installers may not have more than \$250,000 in total incentive reservations for Residential and C&I customers at any one time. Once this limit is reached, a solar/wind partner must complete or retire outstanding reservations in order to be eligible for new incentive reservations.
10. Installers may not have more than \$135,000 in total incentive reservations for **Special Category** customers at any one time. Once this limit is reached, a solar/wind partner must complete or retire outstanding reservations in order to be eligible for new incentive reservations.
11. The program administrator will inspect approximately 10% of installed systems. Customers must be willing to allow and reasonably schedule such an inspection if requested.
12. The Clean Energy Development Fund reserves the right to modify or withdraw this program. Program procedures, requirements, terms and conditions, and incentive levels are subject to change or cancellation without notice.
13. In some instances, the incentive payments made under this program will be treated as taxable income by the IRS and the State of Vermont. It is the responsibility of the recipient of this incentive payment to consult with his/her tax advisor to determine the correct treatment of these payments for Federal and State tax purposes.
14. There are currently two levels in the Solar and Small Wind Partnership Program: Businesses new to the solar- or small-wind installation industry are eligible for **Provisional Partnership**. Provisional partnership is designed to provide a pathway for businesses to become full partners. These businesses have only met minimum requirements and demonstrated a basic knowledge of the industry best practices. Therefore, Provisional Partners are not listed on the REV website or in REV promotional materials. As of July 2010, Provisional Partnerships are good for two years and businesses may not renew their provisional status. After two years, Provisional Partners are required to apply for Full Partnership. Businesses that fail to upgrade will be removed from the program. Businesses that qualify for Full Partnership are experienced installers committed to professional, high-quality installations. These businesses have demonstrated professional experience. Partners are listed on the REV website and in REV promotional materials.

Section G: Signatures/Certifications

RESIDENTIAL CUSTOMER CERTIFICATION

I certify that I am a residential customer and I intend to purchase the solar electric system described in this application, to be installed at the location indicated above. I certify that I meet the customer eligibility requirements listed in this application. I understand that any deliberate attempt to misrepresent information in this application will disqualify me from all claims to incentives offered through Vermont's Small Scale Renewable Energy Incentive Program. I understand that the incentive will be made out directly to me *only after* the installer has submitted the Final Project Documentation paperwork and received final approval, including any necessary site visits. I further certify that (all items must be checked off or initialed by the customer):

_____ I understand that in order to receive the incentive this project must comply with all American Recovery and Reinvestment Act requirements. Failure to comply will result in immediate disqualification from the program and a withdrawal of all current incentives and denial of all future incentives. For more information, visit www.erc-vt.org/incentives/elig.htm.

Customer's Signature

____/____/____
Date

NON-RESIDENTIAL CUSTOMER CERTIFICATION

I certify that I am a non-residential customer and I intend to purchase the solar electric system described in this application, to be installed at the location indicated above. I certify that I meet the customer eligibility requirements listed in this application. I understand that any deliberate attempt to misrepresent information in this application will disqualify me from all claims to incentives offered through Vermont's Small Scale Renewable Energy Incentive Program. I understand that the incentive will be made out directly to the installer only after the installer has submitted the Final Project Documentation paperwork, complied with mandatory reporting requirements and received final approval, including any necessary site visits. I further certify that (all items must be checked off or initialed by the customer):

_____ I understand that in order to receive the incentive this project must comply with all American Recovery and Reinvestment Act requirements. Failure to comply will result in immediate disqualification from the program and a withdrawal of all current incentives and denial of all future incentives. For more information, visit www.erc-vt.org/incentives/elig.htm.

_____ If I am receiving the increased incentive rate under the Special Category, I verify that I meet the qualifying requirements for that Special Category. (Mark N/A if not applicable.)

Customer's Signature

____/____/____
Date

INSTALLER CERTIFICATION

I certify that I am a currently approved Vermont Solar Partner and am working with the customer referenced above to install the solar electric system described on the enclosed application at the location indicated above. The system will be installed in accordance with the Vermont Interconnection Safety and Technological Requirements (VT Public Service Board Order of April 21, 1999) and the National Electric Code®. I understand that if I am installing a renewable energy system for a non-residential entity, that I will abide by the reporting requirements set forth by the Davis-Bacon Act, the American Recovery and Reinvestment Act of 2009, and the Vermont Small Scale Renewable Energy Incentive Program in order to receive the incentive payment. I understand that any deliberate attempt to misrepresent information in this application will disqualify my company from participation in the program and all claims to incentives offered through Vermont's Small Scale Renewable Energy Incentive Program. I further certify that (all items must be checked off or initialed by the Installer):

- _____ I understand that in order to receive the incentive this project must comply with all American Recovery and Reinvestment Act requirements. Failure to comply will result in immediate disqualification from the program and a withdrawal of all current incentives and denial of all future incentives. For more information, visit www.erc-vt.org/incentives/elig.htm.
- _____ If this project is for a public building or public work, I verify that it complies with the "Buy America Provision" (mark N/A if not applicable)

Installer's Signature

____/____/____
Date

Section H: Incentive Reservation Form Instructions

1. Fill out the application form entirely. All information is necessary for processing.
2. Retain a copy of the application for your records. Mail the completed application to:

**Vermont Small Scale Renewable Energy Incentive Program
Attn: Incentive Reservation Application
255 South Champlain Street, Suite 7
Burlington, VT 05401**

Information on renewable energy and the incentive program is available through the Renewable Energy Resource Center at www.erc-vt.org or by calling 1-877-888-7372.