



Vermont Small Scale Renewable Energy Incentive Program Solar Hot Water System Project Documentation and Final Incentive Request

Incomplete documentation will be returned to the Installer

Please read carefully and complete all sections. Incomplete or incorrectly completed forms will cause delay, may be returned to the applicant, and may not be approved for incentive payment.

Incentive Reservation Information

Incentive Reservation Number: _____ (From Approval Letter)

If a Residential system, Customer Name: _____

If a Non-Residential system, Company/Organization Name: _____

Installer Company: _____

Commissioned by (must be a REV Partner): _____

Installed by (individual must be under direct contract, or an employee with the REV Partner listed above):

Incentive Reservation Expiration Date: _____ (From Approval Letter)

Documentation Checklist

All items MUST be checked (included) or marked N/A if not applicable to your project

_____ Documentation Checklist (this page)

_____ Project Change Information Sheet (filled out even if there are no changes)

_____ Final Incentive Calculation and System Cost Worksheet

_____ Copy of Final Customer Invoice

- A copy of the final invoice (dated and itemized) for the system as installed must be included. **The originally approved Vermont Small Scale Renewable Energy Incentive amount must be listed as a line item on the final invoice, unless the installed system is smaller than that approved, in which case the calculation from the Final Incentive Calculation Form should be listed.**

_____ Copy of Certificate of Public Good (all pages)

_____ Copies of all pertinent State and Federal permits and licenses (FERC, ANR, & US Army Corps. Of Engineers 404 Permit)

_____ Project Technical Documentation Worksheet

_____ One-line Diagram – following all instructions in the Project Technical Documentation Worksheet

RERC USE ONLY:

Date Rec'd: _____

Res. Number _____

Date Apprvd: _____ Page 1 of 7

- Cut or specification sheets for major components are strongly recommended but not required

_____ Signatures/ Certifications Page

- All customer certification items must be checked off by the customer
- Customer and Installer must sign

_____ System Photographs – following all instructions in the Project Technical Documentation Worksheet (photographs must be submitted electronically)

_____ **For non-residential projects** - Davis-Bacon Act required reporting forms for laborers and merchants working on site (can be found at <http://www.dol.gov/whd/forms/wh347.pdf>) **These forms may not be included with the Project Documentation and Final Incentive Request form if completion of the Project Documentation and Final Incentive Request form occurs several weeks after the project has been installed.**

_____ **For all projects** - American Recovery and Reinvestment Act of 2009 required reporting information:

Employee/Subcontractor Role (e.g. admin staff or mason)	40 hour work week (y/n - if no please write in how many hours per week for personnel)	# of hours spent on project	# of non-Federal hours*

*These are jobs that are paid by non-federal funds that are attracted in by Recovery Act funding.

_____ **Copy of Letter of Compliance with Section 106 of the National Historic Preservation Act from the VT State Historic Preservation Office** Mark N/A if building is less than 50 years old as indicated on the Reservation Application and if there is no significant ground disturbance.

_____ **If project is for a public building or public work, it complies with the “Buy America Provision”.** Mark N/A if not applicable.

_____ **Property Certification – provide serial numbers for individual equipment components valued at more than \$5,000:**

Component description	Serial Number

Project Documentation and Final Incentive Request Form Instructions

1. Fill out the form entirely. All information is necessary for processing.
2. Mail the complete incentive packet to:

Vermont Small Scale Renewable Energy Incentive Program
 255 South Champlain Street, Suite 7
 Burlington, VT 05401

Project Change Information Sheet

Identify and explain any differences between the project **AS INSTALLED** and the information provided on the incentive reservation application form. If there have been changes, you must identify them below.

Incentive Reservation Form Section	CIRCLE THE CORRECT RESPONSE TO EACH
-------------------------------------------	--------------------------------------------

Section A: Customer Information	NO CHANGES	CHANGE TO:

Section B: Contractor /Installer Information	NO CHANGES	CHANGE TO:

Section C: Equipment Information	NO CHANGES	CHANGE DOCUMENTED BELOW
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Changes to equipment require a full description of the equipment installed. Please give full information on all changes below: Manufacturer, model #s, ratings, number of collectors.
NOTE: Incentive reservations are based on the ORIGINAL equipment configuration unless approved AFTER review

Final Incentive Calculation and System Cost Worksheet

Total Collector Rated Output (as installed): _____ kBtu/day

Solar Hot Water Incentive Calculation:

Any changes between the system as proposed under the original, approved incentive reservation and the system as installed must be fully documented when the project documentation forms are submitted. Any such changes are subject to review and approval with respect to system eligibility and final incentive amount.

Standard Program

Original approved incentive reservation amount: _____

Total Collector Rated Output from above (as installed) x 10 x \$1.50 = _____

Final Requested Incentive amount: _____

Must be the lesser of:

- The amount calculated above
- \$3,000 for Residential installations
- \$15,000 for C&I installations

Special Category Program:

Original approved incentive reservation amount: _____

Total Collector Rated Output from above (as installed) x 10 x \$3.00 = _____

Final Requested Incentive amount: _____

Must be the lesser of:

- The amount calculated above
- 35% of installed cost not to exceed \$30,000

Total Installed System Cost (before incentive amount is removed): _____

Project Technical Documentation Worksheet

The following items are required and should be included with the final documentation:

1. The installation and documentation must meet all of the requirements outlined in **Section E: Eligibility Requirements** of the **Solar Hot Water Incentive Reservation Form**.
2. One-line diagram(s) and/or schematic for system **as installed** – showing all major field-installed structural, mechanical, and electrical components including:
 - solar collectors, quantity and model
 - mounting racks
 - approximate plumbing line runs
 - pipe material and insulation type
 - hot water storage tanks, size, and model
 - heat exchanger, type and manufacturer
 - heat transfer fluid type
 - expansion tank
 - circulating pump
 - pressure and temperature gauges
 - backup hot water heating source
 - tempering valve or water temp control valve
 - temperature and/or pump controller
3. Photographs showing all major field-installed structural, mechanical and electrical components including:
 - Solar Collectors
 - Hot Water Storage Tank(s) and heat exchanger
 - Controller, circulating pumps, gauges, tempering valve, expansion tank
 - Backup hot water source
 - Attachment points and mechanical penetration points
4. Collector(s) Location: Rooftop Ground Mount Other _____
5. Collector Orientation: _____ **degrees** (indicate if magnetic or true)
6. Collector Tilt: _____ (0 degrees horizontal, 90 degrees vertical)
7. Total collector area: _____ (square feet)
8. Estimated Annual Output of the system as installed: _____
 - Circle one: calculated as **kWh/yr** or **percent of annual hot water consumption**
 - **Show calculation**
9. Cut or specification sheets for major components (Strongly recommended, but not required)
10. Warranty Information:
 - Collectors: _____ years (**minimum of 5 yrs required**)
 - Balance of system (not including tank): _____ years (**minimum of 2 years required**)
 - Tank: _____ years (**minimum of 5 years required**)
 - Installation: _____ years (**minimum of 5 yrs required**)
11. The submission of digital or standard photographs of the installation is required.
Please sign here if we may use your photographs for program promotion.

Signatures/Certifications

Residential Customer Certification

I certify that I meet the participant eligibility requirements as listed on the Incentive Reservation Form. I have also purchased the solar hot water system described in this application and it has been installed and is operating at the location indicated above. I further certify that (all items must be checked off by the customer):

- _____ I am a residential customer, and am aware that the incentive payment will be made by check directly to me *only after* the installer has submitted the Final Project Documentation paperwork and received final approval, including any necessary site visits.
- _____ I have been provided with a copy of a user's manual for this system and I am familiar with recommendations for the system's safe operation and maintenance.
- _____ I have received and reviewed warranty information.
- _____ I have received an estimate of the system's annual output.
- _____ I am aware that the incentive program will be conducting limited site visits. If requested, I am willing to schedule and allow a site visit of the system for program verification.

I understand that any deliberate attempt to misrepresent information in this application will disqualify me from participation and all claims to incentives offered through Vermont's Small Scale Renewable Energy Incentive Program.

Customer's Signature

_____/_____/_____
Date

Non-Residential Customer Certification

I certify that I meet the participant eligibility requirements as listed on the Incentive Reservation Form. I have also purchased the solar hot water system described in this application and it has been installed and is operating at the location indicated above. I further certify that (all items must be checked off by the customer):

- _____ I am a non-residential customer, and am aware that the incentive payment will be made by check directly to my installer *only after* the installer has submitted the Final Project Documentation paperwork and received final approval, including any necessary site visits.
- _____ I have been provided with a copy of a user's manual for this system and I am familiar with recommendations for the system's safe operation and maintenance.
- _____ I have received and reviewed warranty information.
- _____ I have received an estimate of the system's annual output.
- _____ I am aware that the incentive program will be conducting limited site visits. If requested, I am willing to schedule and allow a site visit of the system for program verification.

I understand that any deliberate attempt to misrepresent information in this application will disqualify me from participation and all claims to incentives offered through Vermont's Small Scale Renewable Energy Incentive Program.

Customer's Signature

_____/_____/_____
Date

Installer Certification

I certify that I have worked with the customer referenced above to install the solar hot water system described above. The system is now fully installed and operational. It has been installed in accordance with the program's eligibility requirements, the Vermont Interconnection Safety and Technological Requirements (VT Public Service Board Order of April 21, 1999), and the National Electric Code®. I have also provided the customer with information on the warranty, safe operation, and maintenance of their system, including a copy of a user's manual for this system.

I understand that if I am installing a renewable energy system for a residential customer, the incentive payment will be made by check directly to the homeowner only after the installer has submitted the Final Project Documentation paperwork and received final approval, including any necessary site visits.

I understand that if I am installing a renewable energy system for a non-residential entity that I must abide by the reporting requirements set forth by the Davis-Bacon Act in order to receive the incentive payment, made by check directly to me.

I certify that this installation complies with all requirements set forth by the American Recovery and Reinvestment Act of 2009.

I understand that any deliberate attempt to misrepresent information in this application will disqualify me from participation in the program and all claims to incentives offered through Vermont's Small Scale Renewable Energy Incentive Program.

Installer's Signature

____/____/____

Date