



vFY2016
 High Performance Low-
 Income PV Final
 Project Documentation

Small Scale Renewable Energy Incentive Program (SSREIP) High Performance Low-Income Solar Electric Final Project Documentation and Incentive Request Form

SECTION A: INCENTIVE RESERVATION INFORMATION

Incentive Reservation Number _____

Customer Organization Name _____

Reserving Installer Company _____

Lead Installer Name¹ _____ NABCEP # _____

Installation Company (if not Reserving Installer) _____

Date Install Began _____ Final Inspection Date _____

Date Commissioned _____

SECTION B: SUPPORTING DOCUMENTATION CHECKLIST

All items **must** be included (checked) or marked N/A if not applicable. The installation and documentation must meet all of the program requirements outlined in the *SSREIP Terms, Conditions, and Requirements*.

- _____ Copy of Final Customer Invoice clearly indicating transfer of benefit to the customer (credit or rebate).²
- _____ Copy of the Certificate of Public Good (all pages) or signed copy of CPG Registration³ (systems ≤15 kW).
- _____ System Photograph of the Complete PV Array (must show all modules).
- _____ Documentation from Efficiency Vermont that building is Efficiency Vermont Certified: High Performance Home or Passivhaus Certification.
- _____ Copy of Letter of Compliance with the State Historic Preservation Act – mark N/A if not applicable.

¹ Must be either an employee of the reserving installer company or under direct contract by said company, and provide on-site review of the installation and be on-site to complete the final inspection before commissioning.

² The originally approved incentive amount must be listed as a line item on the final invoice. No incentive increases will be granted. If the installed system is smaller than originally approved, the incentive amount on the invoice must reflect the decreased incentive amount justified by the change.

³ The Registration can only be used to meet this requirement if no comments on the registration were received by the Public Service Board during the 10-day comment window.

RERC USE ONLY:		
Date Received:	Res. Number:	Date Approved:

SECTION C: PROJECT CHANGE INFORMATION

NOTE: Fill out ONLY if changes have been made to the system listed in the original reservation.

Module Manufacturer	Model #
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Quantity	Total Array Output
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Inverter Manufacturer	Model #
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Quantity	Total Inverter Output
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Other (Specify):

SECTION D: FINAL INCENTIVE CALCULATION AND SYSTEM COST WORKSHEET

NOTE: Any changes between the system as proposed under the original, approved incentive reservation and the system as installed must be fully documented and are subject to review and approval with respect to system eligibility and final incentive amount.

	Total Array Capacity (as installed)	DC Watts
	Estimated Annual kWh Production	kWh/year
	Production Ratio (Est. Ann. kWh Production ÷ Array Capacity) ⁴	
	Total Installed System Cost (before incentive amount is removed)	\$
	Originally Approved Incentive Reservation Amount	\$
	Final Requested Incentive Amount (prorated, if applicable)	\$

⁴ Answer must be greater than 1 to receive final requested incentive amount. Systems that are estimated to generate less than 1,000 kWh/yr per kw will only be eligible for a prorated incentive amount equal to the same percentage that the estimated kWh/year per kW of rated DC capacity is of the standard 1000:1 ratio. This requirement is intended to discourage poorly sited PV systems. E.g. if a 1kW system (\$250 incentive) is estimated to generate 850kWh/year you can expect to receive 85% of your originally reserved incentive or \$213(\$250 x .85 = \$213). You are required to provide the prorated incentive amount on the customer's invoice.

SECTION E: PROJECT TECHNICAL DOCUMENTATION WORKSHEET

1. Solar Electric Module Orientation (check one and fill in the blank):

Magnetic _____ degrees

True _____ degrees

2. Solar Electric Module Tilt: _____ degrees (0° horizontal, 90° vertical)

3. Derate Factor due to shading or non-optimal siting: _____

4. Does the inverter have two inputs? Yes No

5. Does the system use microinverters? Yes No

6. Please show formulas for the following calculations:

Operating Current _____

Operating Voltage _____

Maximum System Voltage _____

Short Circuit Current _____

7. Warranty Information:

Module: _____ years (min. 5 years required) at _____% of rated power output

Inverter: _____ years (min. 5 years required)

Initial Installation: _____ years (min. 5 years required)

8. I give the Small Scale Renewable Energy Incentive Program permission to use photographs of my installation in promotional materials (**not required**). Yes No

PLEASE FLIP PAGE OVER TO SIGN

MAIL, EMAIL, OR FAX SIGNED AND COMPLETED FORM AND DOCUMENTATION TO:

VERMONT SMALL SCALE RENEWABLE ENERGY INCENTIVE PROGRAM

Attn: Incentive Reservation Application

128 Lakeside Avenue, Suite 401 Burlington, VT 05401

Email: info@rerc-vt.org

Fax to ATTENTION: RERC (802) 658-1643

SECTION F: SIGNATURES/CERTIFICATIONS

CUSTOMER CERTIFICATION

I, the undersigned, certify that (each item below must be initialed by the customer):

- I have read and meet the requirements as listed in the current SSREIP Terms, Conditions, and Requirements.
I confirm that I qualified for and completed the Efficiency Vermont: High Performance Home (low-income residential only) program or the Passivhaus Certification (low-income, multifamily only).
I have purchased the solar electric system described in this document and it has been installed at the location indicated above and is operational.
I am aware that the incentive payment will be made by check directly to the reserving company after the company has submitted all final project documentation and received final approval from the RERC, including any necessary site visits.
I am aware that the incentive benefit is mine and has been or will be applied to the total system cost in a manner agreeable to both parties.
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 and reviewed an estimate of the system's annual output.
I am aware that the incentive program will be conducting randomly selected 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

RESERVING INSTALLER CERTIFICATION

I certify that my company has worked with the customer referenced above to install the solar electric system described above; my company designed the system as installed and has been substantially involved with the customer. The system is now fully installed, has been inspected, and is operational. It has been installed in accordance with the program's eligibility requirements, the Vermont Interconnection Safety and Technological Requirements and the National Electric Code. The customer was provided 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 the incentive payment will be made by check directly to my company only after the Final Project Documentation paperwork has received final approval from the RERC, including any necessary site visits. I understand that the benefit of the incentive is the customer's and it has been or will be applied to the total system cost in a manner agreeable to both parties.

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 and other programs funded by the Clean Energy Development Fund.

I certify that if an expedited application form for a PV system 15 kW or less was submitted in lieu of an application for a CPG, no issues were raised during the 10-day review period.

COMPANY REPRESENTATIVE SIGNATURE DATE