



**Vermont Small Scale Renewable Energy Incentive Program  
SOLAR HOT WATER SYSTEM  
Final Project Documentation and Incentive Request Form**

**INSTRUCTIONS:** 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. Return completed and signed form to the address below. All customers, installers, lessors, and subcontractors must consult the **SSREIP Terms, Conditions, and Requirements** for further information: [rec-vt.org/fund-availability/incentives-program/application-forms](http://rec-vt.org/fund-availability/incentives-program/application-forms) If you need a printed copy, please contact the RERC at 877-888-2737.

Vermont Small Scale Renewable Energy Incentive Program  
Attn: Renewable Energy Resource Center  
128 Lakeside Avenue, Suite 401  
Burlington, VT 05401

Email: [info@rec-vt.org](mailto:info@rec-vt.org) Fax to Attention: RERC (802) 658-1643

**INCENTIVE RESERVATION INFORMATION**

Incentive Reservation Number \_\_\_\_\_ (from Approval Letter)

Plumbing Work Notice Number<sup>1</sup> \_\_\_\_\_

Customer Name \_\_\_\_\_

Customer Company/Organization \_\_\_\_\_

Reserving SHW Partner Company<sup>2</sup> \_\_\_\_\_

Lead Installer<sup>3</sup> \_\_\_\_\_

Installation Company (if not Reserving Co.) \_\_\_\_\_

Date Installation Began \_\_\_\_\_ Date Commissioned \_\_\_\_\_

1 For solar hot water installations in or on buildings covered in or by the 2009 Vermont Plumbing Rules.

2 Must be an approved REV Solar Thermal Partner.

3 Must be either an employee of the reserving REV PV Partner or under direct contract by the REV PV Partner, and must provide on-site review of the installation and be on-site to complete the final inspection before commissioning.

RERC USE ONLY:

Date Rec'd: \_\_\_\_\_

Res. Number: \_\_\_\_\_

Date Apprvd: \_\_\_\_\_

## 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 (either credit or rebate).<sup>4</sup>

\_\_\_\_\_ Full calculation for Estimated Annual Output of the system as installed (visit <http://www.rercvt.org/incentives/faq> for more information).

\_\_\_\_\_ System Photographs showing all major field-installed structural, mechanical, and electrical components.

\_\_\_\_\_ One-line Diagram(s) and/or schematic showing system details *as installed*.

\_\_\_\_\_ Copy of Letter of Compliance with the State Historic Preservation Act<sup>5</sup> – mark N/A if not applicable.

\_\_\_\_\_ Supporting Documentation for the Efficiency Adder<sup>6</sup> – mark N/A if not applicable.

## PROJECT CHANGE INFORMATION

**NOTE:** If you answer YES to the following question, please record changes as appropriate in the space below.

*Have there been any significant changes to the system as originally reserved?*  Yes  No

### Solar Collectors:

Manufacturer \_\_\_\_\_

Model # \_\_\_\_\_

Quantity \_\_\_\_\_

### Other (Specify):

\_\_\_\_\_

4 The originally approved Vermont Small Scale Renewable Energy Incentive amount must be listed as a line item on the final invoice. If there are changes to the system that could justify a larger incentive, the original reserved incentive amount AND the new requested amount with a note about the requested increase must be listed on the invoice. A larger incentive may or may not be granted on a case-by-case basis. 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.

5 Required if the system is roof-mounted and the building is fifty years or older, or if the project did required any ground disturbance, as indicated on the Incentive Reservation Form.

6 The following may be submitted as supporting documentation for the Efficiency Adder: 1) Documentation of completed energy audit with date performed and recommended measures; or 2) Copy of invoice to customer for recommended measures installed; or 3) Documentation of participation and completion of the Vermont Energy Star Homes or Energy Code Plus programs (new construction); or 4) Copy of invoice to customer for eligible cold climate air source heat pump installation, plus documentation of completed energy audit with date performed and recommended measures.

## 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.

<b>SRCC OG-100 Rating of Collectors x Quantity (as installed) x 365 x .39</b>	kWh/year
<b>Total Installed System Cost (before incentive amount is removed)</b>	\$
<b>Originally Approved Incentive Reservation Amount</b>	\$
<b>Efficiency Adder (if applicable)</b>	\$
<b>Final Requested Incentive Amount</b>	\$
<i>Residential:</i> Total Collector Rated Output x \$0.40	
<i>Commercial:</i> Total Collector Rated Output x \$0.40	
<i>Special Category:</i> Total Collector Rated Output x \$0.80	

## PROJECT TECHNICAL DOCUMENTATION WORKSHEET

1. Backup hot water source fuel type (check one):  
 Electric    Propane    Oil    Natural Gas    Other: \_\_\_\_\_
2. Collector Orientation (check one and fill in the blank):  
 Magnetic \_\_\_\_\_ degrees  
 True \_\_\_\_\_ degrees
3. Collector Tilt: \_\_\_\_\_ degrees (0° horizontal, 90° vertical)
4. Total Collector Area: \_\_\_\_\_ ft<sup>2</sup>
5. Estimated Annual Output of the system as installed (fill in both):  
 \_\_\_\_\_ MMBtu/year  
 \_\_\_\_\_ kWh/year
6. OG300 System Number: \_\_\_\_\_       Not Applicable
7. Cut or specification sheets for major components (strongly recommended, but not required).
8. Warranty Information:  
 Collectors: \_\_\_\_\_ years (min. 5 years required)  
 Balance of System\*: \_\_\_\_\_ years (min. 2 years required) **(\*Note: Not including tank.)**  
 Tank: \_\_\_\_\_ years (min. 5 years required)  
 Initial Installation: \_\_\_\_\_ years (min. 5 years required)

# 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 have purchased the solar hot water 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 *only after* the company has submitted the Final Project Documentation paperwork 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 have given the Small Scale Renewable Energy Incentive Program permission to use photographs of my installation in promotional materials (**not required**).

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 PARTNER CERTIFICATION

I certify that my company has worked with the customer referenced above to install the solar hot water 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 National Electric Code®, and the 2009 Vermont Plumbing Rules. 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.

\_\_\_\_\_  
Company Representative's Signature

\_\_\_\_\_  
Date