

SMALL SCALE RENEWABLE ENERGY INCENTIVE PROGRAM (SSREIP)
TERMS, CONDITIONS, AND REQUIREMENTS

The Vermont SSREIP is designed to provide funds to help cover the costs of installing new renewable energy systems on the homes, businesses, institutions, and non-profit facilities of Vermont. Funding is provided through the Vermont Clean Energy Development Fund (CEDF). The SSREIP is administered by the Renewable Energy Resource Center (RERC) and overseen by the Public Service Department.

SECTION A. GENERAL RULES AND REQUIREMENTS

1. Incentives are available for solar hot water projects that meet the requirements set forth in this document. All program requirements must be strictly adhered to and documentation must be complete in order to receive an incentive payment.
2. Project incentives can only be reserved by a Solar Thermal Partner. For a complete list of Partners (hereinafter, Reserving Partner), please visit www.vtpartnership.wordpress.com/. The Reserving Partner arranges the installation of a renewable project and ensures that the installation is completed in a safe and reliable manner.
3. Incentives are available for solar hot water projects that meet the size requirements set forth in Section E: Incentive Structure as well as the other rules set forth herein.
4. The incentive amount for a specific project will be determined based on the structure described in Section E: Incentive Structure. That section also sets forth the Maximum Incentive Amount allowable for each type of project.
5. Once completed projects are given final approval, incentive payments are sent by the Public Service Department via check to the Reserving Partner on behalf of the customer.
6. In order for the State to send incentive payments to the Reserving Partner, the Reserving Partner must send the Public Service Department a completed W-9 form. ***If the State of Vermont does not have a W-9 on file, they cannot disburse payment.*** Please submit via email to: andrew.perchlik@state.vt.us
Hard copies can be mailed to:

Clean Energy Development Fund
c/o PSD
Andrew Perchlik
112 State Street, Third Floor
Montpelier, VT 05620

7. Incentives are intended for the benefit of the customer. Transfer of incentive benefit from the Reserving Partner to the customer must be clearly identified in customer contracts and invoices, as either a credit (preferred method) or a rebate. Before project installation can begin, a signed and dated Incentive Reservation Form must be submitted to RERC, and an official incentive reservation approval letter containing an incentive reservation number must be issued by RERC. If project installation begins prior to incentive reservation approval, no incentive will be provided for that project.
8. Solar hot water projects must be completed, and Final Project Documentation and Incentive Request Forms must be submitted, within 6 months from the incentive reservation approval date.
9. Projects that do not submit completed Final Project Documentation and Incentive Request Forms within the timeframe specified above may “return to the back of the line” and re-submit a new incentive reservation

request form if installation has not yet begun, and the program still has funds available; the original incentive identification number must be provided. Re-submissions are not guaranteed approval.

10. Customers receiving an incentive cannot also receive a grant through the Clean Energy Development Fund.
11. Projects that have Standard Offer contracts are not eligible for an incentive.
12. Individual customers may receive *both* an incentive *and* the Vermont Investment Tax Credit (V.S.A. Title 32 §5822 (d)(1)). **Please refer to a tax professional for more information.**
13. The incentive payments made to the Reserving Partner under this program will trigger the issuance of 1099s and thus may 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. If a customer receives an incentive, but then removes the installation for which the incentive was approved, the customer must notify the RERC and the CEDF Manager. The customer has a fiscal obligation to the CEDF equal to the incentive amount received from the State of Vermont through the SSREIP. Alternatively, the incentive amount/equipment purchased with the incentive may be considered property of the State and may be required to be returned to the State. In addition, the customer will not be granted any further incentives, unless there are exceptional circumstances as determined by CEDF Manager.
15. Approximately 10% of all installed systems will receive a site visit to verify system installation. Customers must be willing to allow and reasonably schedule such a site visit if requested.
16. New construction – Developers and builders are eligible for up to five incentive reservations at one time for new construction projects that do not yet have identified owners.
17. Customers may apply for incentives for more than one renewable system, whether installed at the same time or over multiple installations, up to the Maximum Incentive Amount for their customer category.
18. Subsequent to submittal of an Incentive Reservation Form, a customer may decide to use a different Reserving Partner while retaining the incentive. However, the customer must first receive permission from RERC to make the change or the incentive may not be paid.
19. To qualify for an incentive in the Special Category, projects must be for low-income housing non-profits, municipalities, or public schools.
20. Solar hot water projects that include space heating are only eligible for an incentive on the portion of the system that contributes to domestic hot water.
21. Select information (installer, system type, system size, location, and total installed costs) about the systems installed with SSREIP support may be publicly posted. Additional information may be released upon official request.
22. The Clean Energy Development Fund and the Public Service Department reserve the right to modify or terminate this program. Program rules, requirements, terms and conditions, and incentive levels are subject to change or cancellation.
23. **Failure to adhere to the rules and requirements of the SSREI Program may result in non-payment of reserved incentive and in being removed from the SSREI Program.**

SECTION B. RESERVING PARTNER RULES AND REQUIREMENTS

1. Reserving Partners must be qualified as a Solar Thermal Partner by Renewable Energy Vermont (REV).
2. Each Reserving Partner must certify that s/he has read, understands, and will abide by all program requirements listed in the *SSREIP Terms, Conditions and Requirements* in order to access the SSREIP incentives. After any changes to the *Terms, Conditions and Requirements*, a new certification must be signed by each Reserving Partner to remain eligible to access the SSREIP.
3. The Reserving Partner must oversee system design and installation and identify, by name and title, the lead installer for each project (hereinafter, Installer).
4. The Installer (either an employee of the Reserving Partner or a person under contract by the Reserving Partner) must have expertise in the design and installation of the relevant type of system and must provide on-site review of the installation and be on-site to complete the final inspection.

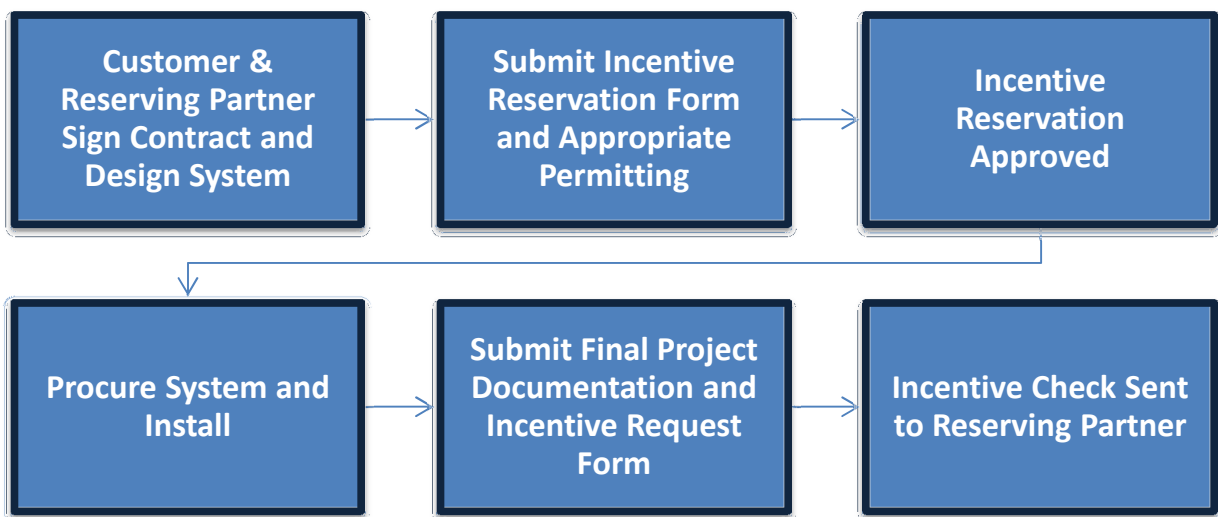
5. Reserving Partners certified by REV as Provisional Partners may only have one incentive reservation at a time and will require a site visit for their first project. Provisional Partners will be subject to a one-installation-at-a-time cap until notification is provided by REV that the provisional partner has achieved full partner status.
6. Reserving Partners must provide a 5-year warranty on all major system components and initial installation, with the exception of system balance, for which a 2-year warranty is required.
7. Self-installations are not eligible for an incentive. This applies to Reserving Partner company owners who wish to install a system on their home or business. Employee discounts are acceptable; however, the incentive will be capped at 30% of the actual installed cost of the project. Because the incentive payment is made to the Reserving Partner, the Reserving Partner should **clearly indicate how the transfer of the incentive benefit to the employee/customer will be made.**

SECTION C. RENEWABLE ENERGY SYSTEM RULES AND REQUIREMENTS

1. All solar hot water systems must be installed in Vermont.
2. Only systems that meet the size requirements set forth in Section E: Incentive Structure are eligible for incentives through this program.
3. Required permits must be properly obtained and posted.
4. All systems must be installed in compliance with applicable local, state, and federal laws.
5. All systems must comply with the Vermont Plumbing Rules, and all other applicable local, state, and federal rules and codes. All equipment must be properly installed according to manufacturer's recommendations and all applicable local, state, and federal codes and permits.
6. Incentives are available only for projects that use new equipment and that result in a functional, independent system. Systems with used components are not eligible for an incentive.
7. Upgrades to existing systems are eligible, but must include new components.
8. Solar Hot Water incentives are available for public swimming pools **for Special Category customers only.**

SECTION D. PROCESSING REQUIREMENTS

PROGRAM PARTICIPATION STEPS



INCENTIVE RESERVATION FORM

1. The customer and Reserving Partner must each read and agree to be bound by the SSREIP Terms, Conditions and Requirements. This document can be found at <http://www.nercv.org/incentives/eligibility>. (If you need a printed copy, please contact the RERC at 877-888-7372). The customer and Reserving Partner must each sign and date the Incentive Reservation Form, which certifies that they acknowledge, understand, and agree to be bound by the terms of the SSRIEP.
2. All reservation applications must be submitted on the most current FY2015 Incentive Reservation Form. All pages of the application must come from the same version of that form.
3. A current customer mailing address, if it differs from the installation address, is required.
4. Full model numbers are required for system components, including collectors.
5. The customer and Reserving Partner must certify on the Incentive Reservation Form that installation of the project has not yet begun. If installation has begun before the reservation for the incentive is approved, the incentive will not be paid.
6. A response (either approval or denial) to an incentive reservation will be provided within 10 business days from when a complete Incentive Reservation Form is received. If a reservation application is submitted outside of regular business hours (Monday through Friday, 8 am to 5 pm, excluding state and federal holidays), it will be considered "received" on the next regular business day, if it is complete.
7. All projects on buildings older than 50 years where the project is visible from a public right of way, and/or with ground disturbance (footings, trenching, etc.), must be in compliance with the State Historic Preservation Act. These projects are therefore subject to the additional requirements set forth in the Incentive Reservation Form.
 - o Because the Final Project Documentation and Incentive Request must include a letter of compliance from the Vermont Division for Historic Preservation (VDHP), applicants must apply for a letter of compliance **prior** to beginning the installation of the project. Be aware that VDHP only accepts electronic copies of documentation, preferably in PDF format, for review.

FINAL PROJECT DOCUMENTATION AND INCENTIVE REQUEST FORM

1. Full documentation is needed before review will begin. **Final Project Documentation and Incentive Request Form with missing and/or incorrect documentation will be returned to the Reserving Partner.**
2. The Final Project Documentation and Incentive Request Form must be completed, signed, and dated. All pages must come from the same version of that form. To the extent the response to any portion of the Form is "NA," a detailed reason for that response must be provided.
3. The following is a list of required forms and supporting documents to be submitted with the Final Project Documentation and Incentive Request Form:
 - a. The Reserving Partner and the name of the Installer responsible for system design, project oversight, and final inspection must be listed.
 - b. Total installed system cost – this must match the value listed on the customer invoice.
 - c. An Invoice that includes the incentive amount as a line-item. 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.
 - d. **The invoice that is submitted must be an exact copy of the final itemized invoice that is sent to the customer – not an invoice created just to submit with the Final Project Documentation and Incentive Request. The RERC needs to verify that the end-use customer is receiving full benefit of the incentive.**
 - e. A warranty of at least 5 years on the major system components and initial installation.
 - f. A warranty of at least 2 years on system balance.
 - g. Solar hot water installations in or on public buildings covered by the Vermont Plumbing Rules must list a Work Notice Number.
 - h. A full calculation of the estimated annual Btu output is required for solar hot water installations.

- i. If applicable, a copy of the letter of no adverse effect issued from the Vermont Department for Historic Preservation (for buildings older than 50 years and/or installations with **any** ground disturbance (footings, trenching, etc.) – includes ground mounted systems.
 - j. Photographs of system installation per instructions on Final Project Documentation and Incentive Request Form (must be submitted electronically with reservation number). If there are blurred or incomplete photos, the review process will be delayed.
 - k. Further documentation may be requested at the discretion of the RERC or CEDF.
4. The customer must review all pages, **including** the supporting documents listed above. Only after reviewing these documents should the customer initial where necessary, and sign and date Final Project Documentation and Incentive Request Form.
 5. A completed Final Project Documentation and Incentive Request Form and supporting documents may submit by fax or email (as a pdf; jpg or pdf files are acceptable for photos) in lieu of standard mailing. Final Project Documentation and Incentive Request Forms should be processed and incentive payments issued within 30 days of receipt of complete and correct final project documentation. If documentation is missing or incorrect it will delay the process.

ADMINISTRATION INFORMATION

1. When contacting the RERC about a particular project, please reference the reservation number.
2. Please send all queries regarding incentive reservation payments (including checks) to the RERC.
3. Important program information is distributed via email. Please be sure to submit current email addresses on your paperwork.
4. Each Incentive Reservation Form must be submitted individually. Multiple Incentive Reservation Forms on a single email or fax will not be accepted.
5. If you are mailing in original documents, please keep a copy for your records.
6. The mailing address and contact information for the Renewable Energy Resource Center is:

128 Lakeside Avenue, Suite 401
Burlington, VT 05401
Phone: (877) 888-7372
Fax: (802) 658-1643
Email: info@rerc-vt.org

SECTION E. INCENTIVE STRUCTURE

Commercial/Industrial projects include most non-profit organizations. To qualify for an incentive in the Special Category, projects must be for low-income housing non-profits, municipalities, or public schools.

	Incentive Calculation	Maximum Incentive
Residential	\$0.40/kWh/year	\$3,000
Commercial/Industrial	\$0.40/kWh/year	\$16,500
Special Category	\$0.80/kWh/year	\$45,000

SECTION F. RESERVING PARTNER CERTIFICATION

I HAVE READ, UNDERSTAND, AND WILL ABIDE BY ALL PROGRAM REQUIREMENTS LISTED IN THE FY2015 ALL VERSIONS *SSREIP TERMS, CONDITIONS, AND REQUIREMENTS*.

I WOULD LIKE TO BE LISTED AS A *PREFERRED INSTALLER* ON THE RERC WEBSITE.

COMPANY REPRESENTATIVE SIGNATURE DATE

COMPANY REPRESENTATIVE NAME (PRINT)

COMPANY NAME (PRINT)

INSTRUCTIONS: Fill out and mail, email, or fax *complete* (all pages) Terms, Conditions, and Requirements to:

Vermont Small Scale Renewable Energy Incentive Program
128 Lakeside Avenue, Suite 401
Burlington, VT 05401
Email: info@rerc-vt.org
Fax to ATTENTION: RERC (802) 658-1643