



vFY2018  
SSREIP Solar Hot Water  
Terms, Conditions, and  
Requirements  
ENDS 12/1/2017

## Small Scale Renewable Energy Incentive Program (SSREIP) Solar Hot Water 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. 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. This program will end on December 1<sup>st</sup>, 2017.
2. Project incentives can only be reserved by a pre-approved Solar Hot Water Reserving Company (henceforth known as the "Reserving Company"). The Reserving Company arranges the installation of the 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 requirements set forth in Section C: Solar Hot Water System Rules and Requirements 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 C: Solar Hot Water System Rules and Requirements. 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 Company on behalf of the customer.
6. In order for the State to send incentive payments to the Reserving Company, the Reserving Company must have a State Vendor number. If a Reserving Company does not have a Vendor number they can obtain one by sending the Public Service Department a completed W-9 form. Please submit via email to [andrew.perchlik@vermont.gov](mailto:andrew.perchlik@vermont.gov). 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 Company 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 the SSREIP, and an official incentive reservation approval letter containing an incentive reservation number must be issued by the SSREIP. If project installation begins prior to incentive reservation approval, no incentive will be provided for that project.
8. Projects must be completed, and Final Project Documentation and Incentive Request Forms must be submitted, by the deadline listed on the official incentive reservation approval letter.
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. Select information, such as 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.
11. Customers receiving an incentive cannot also receive a grant through the Clean Energy Development Fund.
12. Individual customers may receive *both* an incentive *and* the Vermont Investment Tax Credit (V.S.A. Title 32 §5822). **Please refer to a tax professional for more information.**
13. The incentive payments made to the Reserving Installer 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 SSREIP 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; additionally, the customer will not be granted any further incentives, unless there are exceptional circumstances as determined by CEDF Manager.
15. Installed systems may be subject to a site visit to verify system installation. Customers must be willing to allow and reasonably schedule such a site visit if requested.
16. 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. To qualify for this incentive as a non-profit public serving institution, projects must be for low-income housing non-profits, municipalities, public schools, or non-profit hospitals/health care centers.
19. 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.
20. **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 COMPANY RULES AND REQUIREMENTS

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1. In order to be approved to access the Solar Hot Water incentive, Reserving Companies must:
  - a. Be licensed in Vermont to do business;
  - b. Have demonstrated technical competence in the design and installation of solar hot water systems;
  - c. Be insured to \$1,000,000 minimum general liability (aggregate);
  - d. Install systems with five-year warranty on initial installation; and
  - e. Install systems with manufacturer's warranties on system components.
2. The official representative for each Reserving Company must certify that s/he has read, understands, and will ensure that the Reserving Company 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 Company to remain eligible to access the SSREIP.
3. The Reserving Company must oversee system design and installation and identify, by name and title, the lead installer for each project (hereinafter, "lead installer").
4. The lead installer (either an employee of the Reserving Company or a person under contract by the Reserving Company) 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 before commissioning (i.e., the time when the system is fully operational). Reserving Companies must provide a minimum five-year warranty on the solar collectors, tank and initial installation of the system, plus a minimum two-year warranty on the balance of the system.
5. Self-installations are not eligible for an incentive. This applies to Reserving 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 cost to the

employee. Because the incentive payment is made to the Reserving Company, the Reserving Company should **clearly indicate how the transfer of the incentive benefit to the employee/customer will be made.**

### SECTION C: SOLAR HOT WATER SYSTEM RULES & REQUIREMENTS

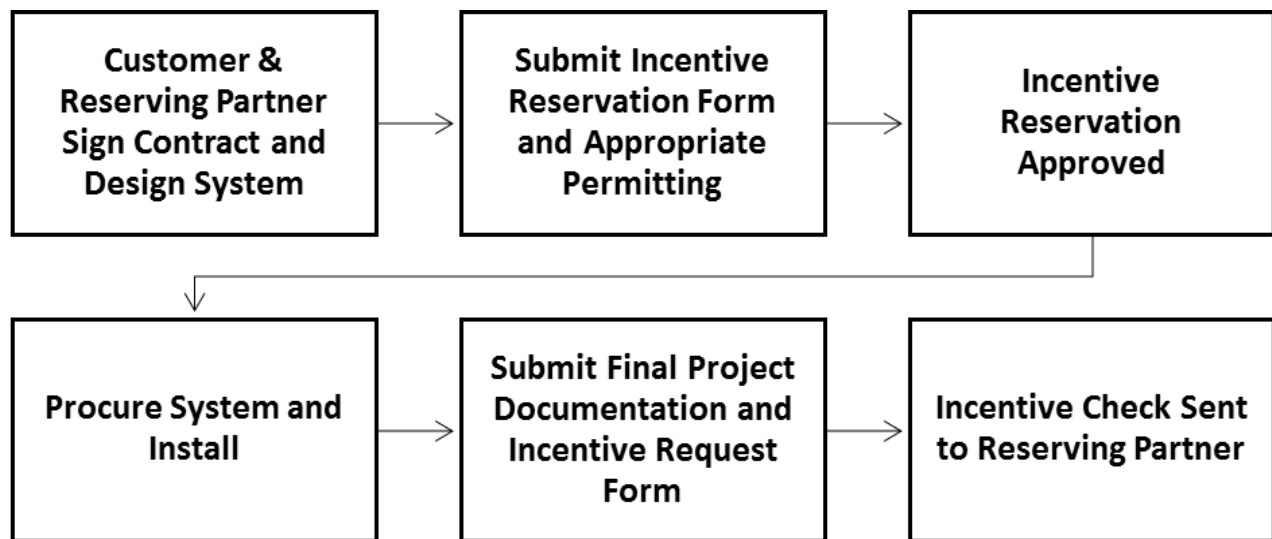
1. All solar hot water systems must be installed in Vermont.
2. The table below summarizes the incentive calculations, including the maximum allowable amounts, by customer category:

|                               | RESIDENTIAL       | COMMERCIAL/INDUSTRIAL | NON-PROFIT<br>PUBLIC-SERVING<br>INSTITUTIONS               |
|-------------------------------|-------------------|-----------------------|--|
| BASE INCENTIVE<br>CALCULATION | \$0.40 per kWh/yr | \$0.40 per kWh/yr     | \$0.80 per kWh/yr  |
| MAXIMUM INCENTIVE<br>AMOUNT   | \$3,000           | \$16,500              | \$45,000 or 50% total installed<br>cost, whichever is less |

3. 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.
4. Required permits must be properly obtained and posted.
5. All systems must comply with National Electric Code®, the 2009 Vermont Plumbing Rules, and all other applicable local, state and federal laws. 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 collectors are not eligible for an incentive.
7. Upgrades to existing systems are eligible, but must include new collectors with a rated output of at least 1605 kWh/yr.
8. Portable systems and solar thermal air panels are **not** eligible for incentives under this program.
9. Solar Hot Water incentives are available for public swimming pools for **Non-Profit Public-Serving Institutions (as defined in this document, Section A #18) only.**
10. The installation needs to be purchased or garnered through an up-front lease payment structure (i.e. there must be up-front installation costs to the customer in order to validate the incentive).

## SECTION D: PROCESSING REQUIREMENTS

### PROGRAM PARTICIPATION STEPS



### INCENTIVE RESERVATION FORM

1. The customer and Reserving Company must each read and agree to be bound by the SSREIP Terms, Conditions and Requirements. The customer and Reserving Company must each sign and date the Incentive Reservation Application, which certifies that they acknowledge, understand, and agree to be bound by the terms of the SSREIP.
2. All reservation applications must be submitted on the most current 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.
5. The customer and Reserving Company must certify on the Incentive Reservation Application 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 application will be provided within 10 business days from when a complete Incentive Reservation Application 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, and/or with ground disturbance (footings, trenching, etc) must be in compliance with the State Historic Preservation Act.** For more information, please see Section G: State Historic Preservation Act of the Reservation Application form.
  - 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 & 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 Company.**

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 “N/A,” 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 Company and the name of the Lead 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. **System size increases may be granted a larger incentive dependent upon available funding.** 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.
    - **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 SSREIP needs to verify that the end-use customer is receiving full benefit of the incentive.**
  - d. A warranty of at least 5 years on the solar collectors, tank and initial installation, and a warranty of at least 2 years on the balance of the system.
  - e. Installations in or on buildings covered in or by the 2009 Vermont Plumbing Rules must list a Work Notice Number if a permit was required.
  - f. A full calculation of the estimated annual output as installed.
  - g. If applicable, a copy of the letter of no adverse effect issued from the Vermont Department for Historic Preservation.
  - h. 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.
  - i. Further documentation may be requested at the discretion of the SSREIP 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 be submitted by fax or email (as a pdf; jpg or pdf files are acceptable for photos) in lieu of standard mailing; however, emailed submissions are preferred.
6. 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.

#### ADMINISTRATIVE INFORMATION

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1. When contacting the SSREIP 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. The mailing address and contact information for the Renewable Energy Resource Center is:

**RENEWABLE ENERGY RESOURCE CENTER**

128 Lakeside Avenue, Suite 401

Burlington, VT 05401

Email: [info@rerc-vt.org](mailto:info@rerc-vt.org)

Phone: (877) 888-7372

Fax to ATTENTION: RERC (802) 658-1643

## SECTION E: RESERVING COMPANY CERTIFICATION

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I have read, understand, and will abide by all program requirements listed in the current *SSREIP Terms, Conditions and Requirements*. I understand that the CEDF reserves the right to request written documentation demonstrating compliance with the terms and conditions listed above.

\_\_\_\_\_  
COMPANY REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY REPRESENTATIVE NAME (PRINT)

\_\_\_\_\_  
COMPANY NAME

### CONTACT INFORMATION

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\_\_\_\_\_  
Primary Contact Name

\_\_\_\_\_  
Company Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Company Phone Number

\_\_\_\_\_  
Website

\_\_\_\_\_  
Email Address

I would like to be listed on the RERC's website as a Preferred Installer:  YES (INFO ABOVE WILL BE POSTED)  NO