



The Renewable Energy Resource Center  
a project of the Vermont Energy Investment Corporation



Vermont Department  
of Public Service



## Vermont Solar and Small Wind Incentive Program SOLAR ELECTRIC SYSTEM Incentive Reservation Form

### Section A: Customer Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company/Organization Name (if commercial installation): \_\_\_\_\_

Multi-family Low-Income Housing project name (if applicable): \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

New Construction (please circle)?? **Yes / No**

Installation Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Utility Company (check one):  Central Vermont Public Service  Green Mountain Power  
 Other: \_\_\_\_\_

**SSN or Fed Tax ID** (Circle one and complete): \_\_\_\_\_ (Confidential)

### Section B: Contractor/Installer Information

Company/Organization Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SSN or Fed Tax ID** (Circle one and complete): \_\_\_\_\_ (Confidential)

Installers not listed by the Vermont Solar & Small Wind Partners Program are not eligible for incentives; see Section E below.

RERC USE ONLY:

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

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

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

### Section C: Photovoltaic System Equipment Information

Is this an expansion of an existing system? **Yes / No**

Solar Electric Module Manufacturer: \_\_\_\_\_

Module Model Number: \_\_\_\_\_

Power Rating of Module (DC Watts under STC conditions): \_\_\_\_\_

Number of Modules: \_\_\_\_\_

Total Array Output: \_\_\_\_\_ DC Watts (Number of Modules x Power Rating)

Inverter Manufacturer: \_\_\_\_\_

Inverter Model Number: \_\_\_\_\_

Inverter's Continuous AC Rating: \_\_\_\_\_ AC Watts @ 25° C

Are the modules UL 1703 listed? **Yes / No**

Is the inverter compliant with IEEE 929 (including anti-islanding) and UL 1741 listed? **Yes / No**

Number of Inverters: \_\_\_\_\_

Total Inverter Output: \_\_\_\_\_ AC Watts (Inverter continuous AC rating x number of inverters)

Mode of Operation (Check One):  Grid Connected no battery back up  Grid connected with battery back-up  Other (explain) \_\_\_\_\_

### Section D: Incentive Calculation

Total Array Output (from above): \_\_\_\_\_ DC Watts

Solar Electric Incentive Calculation: Total Array Output x \$1.75/Watt = \_\_\_\_\_

Total Requested Incentive (Enter the lesser value of the above or \$8,750) \_\_\_\_\_

**OR: Multi-family Low-income Housing Buildings:**

Solar Electric Incentive Calculation: Total Array Output x \$3.50/Watt = \_\_\_\_\_

Total Requested Incentive (Enter the lesser value of the above or \$35,000) \_\_\_\_\_

Note that the final incentive for multi-family low-income building installations will also not exceed 50% of the total installed system costs, as calculated according to final invoice to be submitted as part of the Project Documentation and Final Incentive Request Form.

**CUSTOMER PLEASE COMPLETE:**

Are you applying for incentives for more than one system at this time? \_\_\_\_\_

Have you (or your household or business) ever received an incentive from the Vermont Solar & Small Wind Incentive Program in the past? \_\_\_\_\_

If yes, when? \_\_\_\_\_

NOTE: Maximum cumulative incentive limits: \$8,750 solar or \$12,500 Wind, based on final technology type

Note: A final invoice calculating final system costs and specifically listing the incentive amount will be submitted as part of the Project Documentation and Final Incentive Request Form.

## Section E: Eligibility Requirements

1. Incentives are available only to new equipment purchased and installed after 9/1/2006 – an incentive reservation application must be received and approved before installation begins.
2. The system must be installed in Vermont by an installer who is a partner in the Vermont Solar & Small Wind Partners Program.
3. All systems must be installed in accordance with National Electric Code® and all other applicable local, state, and federal codes or practices.
4. All required permits must be properly obtained and posted.
5. All equipment must be properly installed according to manufacturer's recommendations.
6. Portable systems, solar thermal air panels, and solar hot water systems for swimming pools are not eligible for incentives under this program.
7. All new systems must include the components necessary to result in a functional independent system. Upgrades to existing systems are also eligible, but to be eligible an upgrade must include new components with a rated output of at least 1 kW for solar electric and wind systems or at least 15 kBtu/day for solar hot water systems.
8. All wind and all solar electric systems must operate as interconnected net metered power systems, must comply with all applicable requirements of the current version of Vermont Public Service Board Rule 5.100, and must obtain and provide a Certificate of Public Good pursuant to 30 V.S.A. §248 from the Vermont Public Service Board. The CPG must be obtained before installation begins.
9. All wind systems must operate as interconnected net metered power systems and must comply with the National Environmental Policy Act.
10. All inverters must be UL 1741 listed or listed by another nationally recognized testing laboratory for their intended use.
11. For new systems, installers must provide a 5-year warranty on all major system components and installation, with the exception of batteries, for which a 2-year warranty is required.
12. Customers (businesses or individuals/households) may receive more than one incentive from the program, subject to a maximum cumulative total cap of \$8,750 for solar OR \$12,500 for wind (based on final technology type).
13. New construction – Developers and builders are eligible for up to five incentive reservations at one time for new construction projects without identified owners.
14. To qualify for a solar incentive in the Multi-family Low-Income Housing category, projects must be for buildings with three or more units of affordable housing. "Affordable" is defined as total cost of housing (including rent and utilities expenses) that requires no more than 30% of the gross income of a household earning 80% of the county's median income as defined by HUD (24 V.S.A. § 4303 (1)). Repeated incentives to the same owner for different buildings will be considered depending on program and market conditions.
15. To qualify for special wind incentives, farms must be directly engaged in the production of agricultural products, including crops (including farming); livestock (including ranching); forestry products; hydroponics; nursery stock; or aquaculture (10 V.S.A. § 6001 (22)).

## Section F: Other Terms and Conditions

1. Incentive reservations are active for nine months from the date of the incentive reservation approval. No extensions to this limit will be granted.
2. The Project Documentation and Final Incentive Request Form must be completed and submitted before the end of the nine-month period.
3. Projects that do not submit a completed Project Documentation and Final Incentive Request Form within the timeframe specified above must submit a new incentive reservation request form. Any such re-submission of an incentive request form will be processed and considered on the basis of incentive availability as of the date of the re-submission. Re-submissions are not guaranteed a second incentive reservation approval.
4. All program requirements and documentation must be complete and submitted in order to receive approval for an incentive payment. Once approved, **incentive payments are made by check to the installer.**
5. Select information (system type, system size, zip code, and total installed costs) on the systems installed with program support will be publicly posted. Additional information may be released upon official request.
6. Wind system incentives are calculated based on the manufacturer's rated turbine output with a hub-height wind speed of 11 meters per second.
7. Solar electric system incentives are calculated according to the module manufacturer's rated panel output under standard test conditions (STC).
8. Solar thermal system incentives are calculated according to the most current Solar Rating and Certification Corporation OG 100 rating for kBtu/Day output under Clear C conditions. Alternative equivalent ratings for non-flat plate collectors may be submitted for consideration.

**Section F: Other Terms and Conditions (cont.)**

- 9. Installers may not have more than \$100,000 in total incentive reservations at any one time. Once this limit is reached, a solar/wind partner must complete or retire outstanding reservations in order to be eligible for new incentive reservations.
- 10. The program administrator will inspect approximately 20% of installed solar systems and 100% of wind systems. Customers must be willing to allow and reasonably schedule such an inspection if requested.
- 11. The Vermont Department of Public Service reserves the right to modify or withdraw this program. Program procedures, requirements, terms and conditions, and incentive levels are subject to change or cancellation without notice.
- 12. In most instances, the incentive payments made under this program will 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.

**Section G: Signatures/Certifications**

**CUSTOMER CERTIFICATION**

I certify that I intend to purchase the solar electric system described in this application, to be installed at the location indicated above. I certify that I meet the customer eligibility requirements listed in this application. I understand that any deliberate attempt to misrepresent information in this application will disqualify me from all claims to incentives offered through Vermont's Solar and Small Wind Incentive Program.

\_\_\_\_\_  
Customer's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**INSTALLER CERTIFICATION**

I certify that I am a currently approved Vermont Solar Partner and am working with the customer referenced above to install the solar electric system described on the enclosed application at the location indicated above. The system will be installed in accordance with the Vermont Interconnection Safety and Technological Requirements (VT Public Service Board Order of April 21, 1999) and the National Electric Code®. 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 Solar and Small Wind Incentive Program.

\_\_\_\_\_  
Installer's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## **Section H: Incentive Reservation Form Instructions**

1. Fill out the application form entirely. All information is necessary for processing.
2. Retain a copy of the application for your records. Mail the completed application to:

**Vermont Solar & Small Wind Incentive Program  
Attn: Incentive Reservation Application  
255 South Champlain Street, Suite 7  
Burlington, VT 05401**

Information on renewable energy and the incentive program is available through the Renewable Energy Resource Center at [www.erc-vt.org](http://www.erc-vt.org) or by calling 1-877-888-7372.