



**Vermont Small Scale Renewable Energy Incentive Program
SOLAR ELECTRIC SYSTEM
Incentive Reservation Form**

Section A: Customer Information

First Name: _____ Last Name: _____
Non-residential Installation (please circle)? **YES / NO**
Special reporting requirements for incentives for Non-residential Installations apply; see Section E below.
Company/Organization Name: _____
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): _____ **(Required, Confidential)**

Section B: Contractor/Installer Information

Company/Organization Name: _____
Solar Electric Partner Status: **Provisional / Full**
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 reservation from the Vermont Solar & Small Wind Incentive Program in the past? _____

If yes, when? _____

NOTE: Maximum cumulative incentive limits: \$8,750 solar/micro-hydro 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 for new equipment – 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 15kBtu/day for solar hot water systems.
8. All wind, solar electric, and micro-hydro 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 and must reflect the size of the system installed.
9. Roof-mounted wind systems are not eligible.
10. All micro hydro systems must comply with state and federal laws for hydroelectric systems.
11. All inverters must be UL 1741 listed or listed by another nationally recognized testing laboratory for their intended use.
12. 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.
13. 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 micro-hydro OR \$12,500 for wind (based on final technology type).
14. New construction – Developers and builders are eligible for up to five incentive reservations at one time for new construction projects without identified owners.
15. To qualify for an 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.
16. To qualify for special 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)).
17. Customers/Grantees may **not** apply for *both* an Incentive *and* a Vermont Solar Tax Credit. If an Incentive recipient claims both a Vermont Business Solar Tax Credit pursuant to 32 V.S.A § 5930z, from the State of Vermont for the project that is the subject of this incentive payment, he or she shall remit the equivalent dollar amount of the tax credit to the State of Vermont for use by the Clean Energy Development Fund. Further, the Grantee, hereby, allows the Department of Taxes to inform the Clean Energy Development Fund through its administrator of such tax credit claimed by the Grantee and the amount of the credit granted.
18. If a customer/grantee (individual, business, low-income multi-family, school, farm, local-state government) receives an incentive, but then removes the installation for which the incentive was approved, the customer/grantee will not be granted any further Incentives for that specific project type (i.e. solar thermal), except for in exceptional circumstances as determined by the Renewable Energy Resource Center.
19. Both residential and non-residential installations have reporting requirements set forth by the American Recovery and Reinvestment Act of 2009. These requirements are to be completed in the Final Project Documentation forms.
20. This project must comply with all standards and requirements of the National Environmental Policy Act.
21. Non-residential installations receiving more than \$2000 in incentives require weekly reporting as dictated by the Davis-Bacon Act. This federal funding requires specific reporting on the number of workers that were hired to complete a project, how many hours were worked, and rate of pay. These forms are available at: <http://www.dol.gov/whd/forms/wh347.pdf> . Weekly Davis-Bacon reports must be postmarked to RERC the Monday following every week in which installation work is performed.
22. Customers/Grantees receiving an incentive via the Vermont Small Scale Renewable Energy Program cannot also receive a grant/loan through the Clean Energy Development Fund.

Section F: Other Terms and Conditions

1. Solar and wind incentive reservations are active for nine months from the date of the incentive reservation approval. No extensions to this limit will be granted. Micro-hydro reservations are made for one year, with a one-year extension available if progress toward permit approval can be shown.
2. The Project Documentation and Final Incentive Request Form must be completed and submitted before the end of the reservation 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 based on incentive availability as of the date of the re-submission. Re-submissions are not guaranteed a second incentive reservation approval.
4. Incentive payments will not be processed for residential or non-residential customers until the installer has submitted all required reporting information set forth by the American Recovery and Reinvestment Act of 2009 – final approval cannot be determined unless and until all American Recovery and Reinvestment Act of 2009 reporting information is submitted.
5. In order to receive an incentive greater than \$2000 for non-residential customers, the installer must comply with required reporting paperwork– final approval cannot be received unless and until all Davis-Bacon reporting forms are submitted.
6. All program requirements and documentation must be complete and submitted in order to receive approval for an incentive payment. Once approved, **incentive payments for residential installations are made by check to the homeowner; incentive payments for non-residential installations are made by check to the installer - special reporting requirements apply for non-residential installations; see Section E above.**
7. 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.
8. Solar electric system incentives are calculated according to the module manufacturer's rated panel output under standard test conditions (STC).
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. Installers may not have more than \$50,000 in total incentive reservations for **Non-Profit** multi-family, low-income customers 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.
11. The program administrator will inspect approximately 20% of installed solar systems and 100% of wind and micro-hydro systems. Customers must be willing to allow and reasonably schedule such an inspection if requested.
12. The Clean Energy Development Fund 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.
13. In some 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

RESIDENTIAL CUSTOMER CERTIFICATION

I certify that I am a residential customer and 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 Small Scale Renewable Energy Incentive Program. I understand that the incentive will be made out directly to me *only after* the installer has submitted the Final Project Documentation paperwork and received final approval, including any necessary site visits.

_____ I understand that in order to receive the incentive this project must comply with all American Recovery and Reinvestment Act requirements. Failure to comply will result in immediate disqualification from the program and a withdrawal of all current incentives and denial of all future incentives. For more information, visit www.erc-vt.org/incentives/elig.htm.

Customer's Signature

____/____/____
Date

NON-RESIDENTIAL CUSTOMER CERTIFICATION

I certify that I am a non-residential customer and 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 Small Scale Renewable Energy Incentive Program. I understand that the incentive will be made out directly to the installer only after the installer has submitted the Final Project Documentation paperwork, complied with mandatory reporting requirements and received final approval, including any necessary site visits.

_____ I understand that in order to receive the incentive this project must comply with all American Recovery and Reinvestment Act requirements. Failure to comply will result in immediate disqualification from the program and a withdrawal of all current incentives and denial of all future incentives. For more information, visit www.erc-vt.org/incentives/elig.htm.

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 if I am installing a renewable energy system for a non-residential entity, that I will abide by the reporting requirements set forth by the Davis-Bacon Act, the American Recovery and Reinvestment Act of 2009, and the Vermont Small Scale Renewable Energy Incentive Program in order to receive the incentive payment. 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.

_____ I understand that in order to receive the incentive this project must comply with all American Recovery and Reinvestment Act requirements. Failure to comply will result in immediate disqualification from the program and a withdrawal of all current incentives and denial of all future incentives. For more information, visit www.nerc-vt.org/incentives/elig.htm.

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 Small Scale Renewable Energy 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.nerc-vt.org or by calling 1-877-888-7372.