



## Vermont Solar and Small Wind Incentive Program

### Solar Hot Water System

#### Project Documentation and Final Incentive Request

Please read carefully and complete all sections of the Project Documentation and Final Incentive Request Form. Incomplete or incorrectly completed forms will cause delay, may be returned to the applicant, and may not be approved for incentive payment.

#### I. Incentive Reservation Information:

Incentive Reservation Number: \_\_\_\_\_ (From Approval Letter)

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

Installer: \_\_\_\_\_

Incentive Reservation Expiration Date: \_\_\_\_\_ (From Approval Letter)

Identify and explain any differences between the project as installed and the information provided on the incentive reservation request form. If there have been changes, you must identify them below and **submit a revised incentive reservation application**, with information accurately reflecting the final project equipment as installed. Please note that changes between the incentive reservation application and the final project documentation form are subject to review and approval.

Incentive Reservation Form Section	CIRCLE THE CORRECT RESPONSE TO EACH	
Section A: Customer Information	NO CHANGES	CHANGE DOCUMENTED BELOW
Section B: Contractor /Installer Information	NO CHANGES	CHANGE DOCUMENTED BELOW
Section C: Equipment Information	NO CHANGES	CHANGE DOCUMENTED BELOW AND REVISED RESERVATION FORM INCLUDED

Give a brief explanation of changes to any Sections Identified above (attach extra paper if necessary, and **submit a revised incentive reservation form for equipment changes**):

## II. Final Incentive Calculation

Total Collector Rated Output: \_\_\_\_\_ kBtu/day  
(As installed, including consideration of site-specific shading, wind conditions, etc.)

Solar Hot Water Incentive Calculation:

*Multi-family Low-income Project Applicants:*

Total Collector Rated Output (as installed) x 10 x \$3.50 = \_\_\_\_\_

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

Note that the final incentive for multi-family low-income buildings 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. **The final incentive requested cannot exceed the amount approved by the initial incentive reservation.**

*Other Applicants:*

Total Collector Rated Output (as installed) x 10 x \$1.75 = \_\_\_\_\_.

Final Incentive Requested: \_\_\_\_\_

Enter the lesser value of the incentive calculation or \$8,750.

**The final incentive requested cannot exceed the amount approved by the initial incentive reservation.**

Installed System Cost: \_\_\_\_\_

Please submit a dated copy of the final itemized invoice, indicating this system cost, along with this project documentation and incentive request form.

## III. Project Documentation:

1. A copy of the final invoice (dated and itemized) for the installed system must be included. **The Vermont Solar & Small Wind incentive amount must be listed as a line item on the final invoice.**
2. One-line diagram(s) and/or schematic showing all major field-installed structural, mechanical, and electrical components.

The structural, mechanical, and electrical diagram(s) need to have sufficient detail to call out the major structural and mechanical components of the system, including the solar collectors, mounting racks, approximate plumbing line runs, hot water tanks, heat exchanger, heat transfer fluid type, expansion tank, circulating pump, pressure and temperature gauges, and pressure relief valves. The size of collectors and storage tanks should be indicated. The backup hot water heating source should also be identified.

3. Collector(s) Location:  Rooftop  Ground Mount  Other \_\_\_\_\_
4. Collector Orientation: \_\_\_\_\_ **degrees** (indicate if magnetic or true)
5. Collector Tilt: \_\_\_\_\_ (0 degrees horizontal, 90 degrees vertical)
6. Total Collector Area: \_\_\_\_\_ (square feet)
7. Estimated Annual Output of the System as installed: \_\_\_\_\_ **(Please indicate if specified as kWh/year, Btu/yr, or percent of annual hot water consumption)**

### III. Project Documentation (cont.):

8. Warranty Information:

Collectors: \_\_\_\_\_ years

Balance of System (not including tank): \_\_\_\_\_ years

Tank: \_\_\_\_\_ years

Installation: \_\_\_\_\_ years

9. The submission of digital or standard photographs of the installation is encouraged but not required. **Please sign here if we may use your photographs for program promotion.**

### IV. Signatures/Certifications

#### CUSTOMER CERTIFICATION

I certify that I meet the participant eligibility requirements as listed on the Incentive Reservation Form. I have also purchased the solar hot water system described in this application and it has been installed and is operating at the location indicated above. I further certify that (all items must be checked off by the customer):

\_\_\_\_\_ 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 an estimate of the system's annual output.

\_\_\_\_\_ I am aware that the incentive program will be conducting limited verification inspections. If requested, I am willing to schedule and allow an inspection of the system for program verification.

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 Solar and Small Wind Incentive Program.

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

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

## INSTALLER CERTIFICATION

I certify that I have worked with the customer referenced above to install the solar hot water system described above. The system is now fully installed and operational. It has been installed in accordance with the program's eligibility requirements and the National Electric Code<sup>®</sup>. I have also provided the customer with information on the warranty, safe operation, and maintenance of their system.

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

### Project Documentation and Final Incentive Request Form Instructions

1. Fill out the form entirely. All information is necessary for processing.
2. Mail the complete incentive packet to:

Vermont Solar & Small Wind Incentive Program  
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.