



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



Vermont Department
of Public Service



Central Vermont Public Service



Vermont Small Scale Renewable Energy Incentive Program

Micro Hydro System

Project Documentation and Final Incentive Request

Incomplete documentation will be returned to the Installer

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

Incentive Reservation Information

Incentive Reservation Number: _____ (From Approval Letter)

Customer Name: _____

Installer: _____

Incentive Reservation Expiration Date: _____ (From Approval Letter)

Documentation Checklist

All items MUST be checked (included) or marked N/A

_____ Documentation Checklist (this page)

_____ Project Change Information Sheet (filled out even if there are no changes)

_____ Final Incentive Calculation and System Cost Worksheet

_____ Copy of Final Customer Invoice

- A copy of the final invoice (dated and itemized) for the system as installed must be included. **The originally approved Vermont Small Scale Renewable Energy Incentive amount must be listed as a line item on the final invoice, unless the installed system is smaller than that approved, in which case the calculation from the Final Incentive Calculation Form should be listed.**

_____ Copy of Approved Certificate of Public Good (all pages)

_____ Copies of all pertinent State and Federal permits and licenses (FERC, ANR, & US Army Corps. Of Engineers 404 Permit)

_____ Project Technical Documentation Worksheet

_____ One-line Diagram – following all instructions in the Project Technical Documentation Worksheet

- Cut or specification sheets for major components are strongly recommended but not required

_____ Signatures/ Certifications Page

- All customer certification items must be checked off by the customer
- Customer and Installer must sign

RERC USE ONLY:

Date Rec'd: _____

Res. Number _____

Date Apprvd: _____

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 Small Scale Renewable Energy Incentive Program
255 South Champlain Street, Suite 7
Burlington, VT 05401

Information on renewable energy and the Vermont Small Scale Renewable Energy Incentive Program is available through the Renewable Energy Resource Center at www.nerc-vt.org or by calling 1-877-888-7372.

Project Change Information Sheet

Identify and explain any differences between the project **AS INSTALLED** and the information provided on the incentive reservation application form. If there have been changes, you must identify them below.

Incentive Reservation Form Section	CIRCLE THE CORRECT RESPONSE TO EACH
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Section A: Customer Information	NO CHANGES	CHANGE TO:

Section B: Contractor /Installer Information	NO CHANGES	CHANGE TO:

Section C: Equipment Information	NO CHANGES	CHANGE DOCUMENTED BELOW
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Changes to equipment require a full description of the equipment installed. Please give full information on all changes below: Manufacturer (turbine, inverter), site head, site mean flow model #s, power ratings, number of turbines and/or inverters.

NOTE: Incentive reservations are based on the ORIGINAL equipment configuration

Final Incentive Calculation and System Cost Worksheet

Site Head _____ (feet)

System mean flow _____ (gallons per minute)

Total Turbine Output (as installed): _____ Watts (Circle one: AC or DC)

Micro Hydro Incentive Calculation:

Any changes between the system as proposed under the original, approved incentive reservation and the system as installed must be fully documented when the project documentation forms are submitted. Any such changes are subject to review and approval with respect to system eligibility and final incentive amount.

Schools, Farms, Local/ State Government Project and Low Income Multi Family Applicants:

Original approved incentive reservation amount: _____

Head x Mean flow (as installed) / 5 x \$3.50 = _____

Final Requested Incentive amount: _____

Must be the lesser of:

- The amount calculated above
- \$20,000
- 50% of the total installed system costs, as calculated according to final invoice (included)

Other Applicants:

Original approved incentive reservation amount: _____

Final incentive calculation – choose the appropriate incentive level:

Head x Mean flow (as installed) / 5 x \$1.75 = _____

With commercially-available Vermont-made qualifying equipment: Head x Mean flow (as installed) / 5 x \$2.50 = _____

Final Requested Incentive amount: _____

Must be the lesser of:

- The amount calculated above
- \$8,750

Installed System Cost: _____

Project Technical Documentation Worksheet

The following items are required and should be included with the final documentation:

1. All systems must be net-metered, utility-interconnected systems and must include a copy of their **Certificate of Public Good (CPG)**.
2. The installation and documentation must meet all of the requirements outlined in **Section E: Eligibility Requirements** of the **Micro Hydro Incentive Reservation Form**.
3. One-line diagram(s) and/or schematic showing system details **as installed** – including the following:
 - All major structural and mechanical components of the system, including intake, trash rack, pen stock, nozzles, turbine, generator/alternator, draft tube or out feed, and tailrace. Please include system head and mean flow, and length of penstock.
 - All major field-installed electrical components, including inverter make and model, any power conditioning equipment, load governors, voltage regulators, dump loads and all associated wire in and out of the inverter
 - Detailed turbine information and details of the hydro system output circuit
 - Wire type and sizing, all DC and AC wire run lengths and wire size to all major system components, including grounding details
 - Conduit type and size where needed, number of conductors, and wire run length
 - Hydro power source disconnecting means
 - Ratings for all circuit breakers and fuses
 - Locations of junction or combiner boxes
 - The utility disconnect type and location
 - Means and location of connecting to the building electrical system
 - For battery systems; charge controllers and non-hydro generators where applicable
4. Information as posted on the Hydro Power Source Sign (permanently located on site at turbine disconnect, as required by the NEC). NOTE: Please use manufacturer's published ratings.

Operating Current:

Manufacturer's operating current range

Operating Voltage:

Manufacturer's operating current range

Maximum System Voltage:

Maximum System Current:

5. Information as posted on sign identifying AC point of connection (permanently located on site at AC point of connection, as required by NEC)

Maximum Operating Current:

Inverter continuous output current rating

Operating AC Voltage:

Nominal AC voltage at interconnect

Project Technical Documentation Worksheet (cont.)

6. Can the system operate independent of the grid as a stand-alone power source and in parallel with the grid?

_____ **Yes.** If so, there must be a sign at the main service disconnect notifying the type and location of the optional standby system – indicate on one-line schematic.

_____ **No,** the system is grid connected but is not capable of operating independently of grid power.

_____ **No,** the system is off-grid. **Off-grid systems are not eligible for an incentive.**

7. Turbine distance from point of grid connection: _____ feet

8. System head: _____ **feet**

9. Penstock diameter: _____ inches

10. Estimated mean average annual flow: _____ (gallons per minute)

11. Estimated Annual Output of the system as installed: _____ kWh/year

12. Cut or specification sheets for major components

13. Warranty Information:

Turbine: _____ years

Inverter (Power conditioning center): _____ years

Installation: _____ years

14. 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.

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 hydro power generating 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 Small Scale Renewable Energy Incentive Program.

Customer's Signature

____/____/____
Date

Installer Certification

I certify that I have worked with the customer referenced above to install the hydro power generating system described above. The system is now fully installed and operational. It has been installed in accordance with the program's eligibility requirements, the Vermont Interconnection Safety and Technological Requirements (VT Public Service Board Order of April 21, 1999), and the National Electric Code®. I have also provided the customer with information on the warranty, safe operation, and maintenance of their system, including a copy of a user's manual for this 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 Small Scale Renewable Energy Incentive Program.

Installer's Signature

____/____/____
Date