



New Hampshire Department of Energy
 21 S. Fruit St. Suite 10
 Concord, NH 03301-2429
 603-271-3670

For Department use only:

App. #

Date Received

**STEP 1 INCENTIVE PRE-APPROVAL APPLICATION
 FOR COMMERCIAL& INDUSTRIAL SOLAR PROJECTS
 LESS THAN OR EQUAL TO 500 kW AC, or LESS THAN OR EQUAL TO 100 kW THERMAL EQUIVALENT**

Please submit the completed application and attachments to:

New Hampshire Department of Energy, Sustainable Energy, 21 S. Fruit St., Suite 10, Concord, NH 03301-2429

**** Because this application requires original signatures, electronic copies will not be accepted. ****

CONTACT INFORMATION

APPLICANT	Business/Entity Name		Primary Contact Name		
Facility Installation Address	Street	City		State	Zip
Mailing Address (if different from installation address)	Street	City		State	Zip
Phone 1			Phone 2		
Email					

SITE OWNER (as shown on tax records/deed), if different than applicant	Business/Entity Name		Primary Contact Name		

DEVELOPER, if applicable	Business/Entity Name		Primary Contact Name		
Mailing Address	Street	City		State	Zip
Phone 1			Phone 2		
Email					

INSTALLER	Business/Entity Name		Primary Contact Name		License #
Mailing Address	Street	City		State	Zip
Phone 1			Phone 2		
Email					

ELECTRICIAN	Business/Entity Name		Electrician Name		License #
Mailing Address	Street	City		State	Zip
Phone			Email		

PLUMBER	Business/Entity Name		Plumber Name		License #
Mailing Address	Street	City		State	Zip
Phone			Email		

CERTIFICATION OF TERMS AND CONDITIONS

The applicant and the installer each must initial term and condition item number 36 to certify that this project complies with all specified requirements. By initialing the box, the applicant and installer each understand and agree to the following program terms and conditions, as discussed in more detail in PUC Order No. 25,878, PUC Order No. 26,111, and PUC Order No. 26,336 in PUC Docket No. DE 10-212.

Item No.	TERMS AND CONDITIONS	DESCRIPTION
General Eligibility Criteria		
1.	Maximum System Capacity	The system capacity is less than or equal to 500 kilowatts AC, or less than or equal to 100 kilowatts thermal equivalent. (For PV, system capacity is based on the total capacity of the project as evidenced by interconnection application(s) submitted to utility, and consistent with the inverter spec sheet maximum AC power output. For solar thermal, system capacity is based on the collector ICC-SRCC/STC Rating for Medium Radiation Category C.)
2.	Facility Eligibility	<p>The facility meets the following program eligibility requirements:</p> <ul style="list-style-type: none"> • The facility is not located on or connected to a residential structure. • The facility is located on and connected to a non-residential structure with a commercial meter and rate class, or on or connected to a multi-family residence of three or more units, where the system will serve the residential units in the building. • The facility may be a ground mount system. • Home-based businesses are not eligible for an incentive. • The facility has been or will be installed and become operational on or after March 16, 2020. • The facility will be located on or at the applicant’s site or the host building or landowner’s site in New Hampshire. • The facility does not qualify for a rebate under the residential incentive program. • The facility is considered to be a new system and not an expansion. For a PV system, it will be connected to an electric meter to which no other PV system is already connected. For a solar hot water system, a solar hot water system is not already in use. For a solar hot air system, a solar hot air system is not already in use.
3.	Applicant Eligibility	<ul style="list-style-type: none"> • The applicant or the end-use customer to be served by the system is interconnected to a provider of electricity, pursuant to Puc 2508.03. The applicant or end-use customer to be served by the system is not a customer of a municipal electric utility. • The applicant is the owner of the system.
Terms and Conditions Requiring Documentation at Step 1		
4.	Electric Meter Type and Rate Class	<p>Documentation is attached demonstrating that the PV system will be connected to a commercial meter with a commercial rate class on a non-residential structure:</p> <ul style="list-style-type: none"> • For existing service, the meter and rate class have been in place for at least 12 months prior to the date of Step 1 application submittal. (For existing service, a copy of the most current electric bill and the electric bill from 12 months prior to the Step 1 application date is attached.) • For new structures and new meters, the documentation demonstrates that the predominant use of the structure and property will be commercial. • Commercial meter and rate class must be maintained for at least 12 months after system installation. • A residential meter and rate class is permitted only for a multi-family residence of three or more units, if the system will serve the residential units in the building.
5.	Interconnection Application for PV	<ul style="list-style-type: none"> • A copy of the interconnection application(s) (and any amendments or supplements) as submitted to the utility is attached. The maximum output power capacity and other features of the project described in the interconnection application match the facility described herein. • A copy of documentation that demonstrates that the interconnection application has been received by the utility is attached.
6.	Photo of Site	Google Earth image or similar aerial photo of installation site is attached, or if an aerial photo not available, then panoramic photos of the horizon are attached.
7.	Third Party-Owned Projects	For third party-owned projects, documentation is attached from the site owner that includes project consent and acknowledgement of participation in this rebate program.
Terms and Conditions Requiring Documentation Upon Request		
8.	Maximum Incentive in Combination with Other Incentives	The incentive applied for, in combination with other incentives received or expected to be received from the utility or other programs, including other local, state or federal programs, and federal corporate tax depreciation (MACRS), tax credits (ITC, PTC), and tax exemptions, will not exceed 100% of the total cost of the system.

Item No.	TERMS AND CONDITIONS	DESCRIPTION
9.	Power Purchase Agreement for PV	If the name on the electric bill and the applicant name are different, then the applicant and the electric customer have executed a power purchase agreement.
10.	Shading Analysis	Shading analysis has been conducted to determine the system shading losses using one of the following: <ul style="list-style-type: none"> • Solar Pathfinder • Solmetric • Other model that is generally accepted by the industry and approved by the New Hampshire Department of Energy
11.	Energy Modeling for PV	Energy modeling has been conducted to demonstrate that the actual estimated generation is greater than 80% of optimal estimated generation as shown by one of the following energy modeling options: <ul style="list-style-type: none"> • Option 1 – PV Watts for both optimal and actual <ul style="list-style-type: none"> ○ For Optimal, assume tilt of 35°; azimuth of 180°; AC to DC ratio = DC capacity/AC capacity; and system losses of 14%. ○ For actual, use the same assumptions as optimal except use actual tilt and azimuth and system losses = 100% - {1 - [0.14 x (1 - shading losses (%)) / 100]} • Option 2 – Solar Pathfinder for both ideal (optimal) and actual. Assume ideal (optimal) is tilt of 35°; azimuth of 180°. • Other options – Models and assumptions that are generally accepted by the industry and approved by the New Hampshire Department of Energy.
12.	Energy Estimation for Solar Thermal	Energy production of the solar thermal system has been estimated as follows: <ul style="list-style-type: none"> • Optimal Estimated Production is equal to the Collector ICC-SRCC/STC Rating for Medium Radiation Category C (kBtu/panel/day) x number of collectors x 365 days/year. • Actual Estimated Production is equal to the optimal estimated generation x (1 - losses (%)) / 100.
13.	Secretary of State Registration	If the applicant, installer, development team member, electrical or plumbing company, or site owner is organized as a business or legal entity, then each such entity is registered and in good standing with the New Hampshire Secretary of State.
14.	PV Panel Certification	The PV panels are certified by a nationally-recognized testing laboratory as meeting the requirements of UL 1703.
15.	Inverter Certification	The inverters comply with IEEE 1547 and UL 1741.
16.	Solar Thermal Collectors/System Certification	The solar thermal collectors or systems are ICC-SRCC/STC-certified.
17.	Lease Agreement	If the owner of the site is not the applicant, then the applicant has been given authorization through a lease agreement with the site owner to install the system on the site, or, if the building/land owner is a governmental entity, in another authorizing document.
18.	Energy Audit/Energy Benchmarking	The applicant has been provided and reviewed detailed energy efficiency information available through the NHSaves program website.
19.	Labor Warranty	The installation contract includes a five year labor warranty for the installation of the system.
20.	Installation Contract Term Regarding Final Payment	The installation contract includes a provision that requires: <ol style="list-style-type: none"> 1) final payment of an amount equal to the approved rebate to be deferred until after the applicant receives the incentive payment, or 2) binding obligation of the installer to refund to the applicant an amount equal to the approved rebate if the rebate is not paid because of non-compliance with program terms and conditions.
21.	System Schematic or Construction Drawing	A system schematic or construction drawing (e.g., electrical one-line diagram for PV) has been prepared.
22.	Permits and Approvals	All required permits and approvals, including, if applicable, land use approvals, alteration of terrain, construction, endangered species, wetlands, heritage, preservation, storm water pollution prevention plans, building, electrical, plumbing, site plan, zoning, etc., have been obtained or have been applied for.
23.	Revenue Grade Production Meter for PV Systems	A revenue grade production meter or equivalent necessary to meet New Hampshire REC eligibility will be installed for all PV systems.
24.	Thermal System Meters	Btu meter(s) to meet New Hampshire REC eligibility will be installed for all thermal systems.
25.	Installation Contract (including any amendments and change orders)	The executed installation contract includes the following: <ul style="list-style-type: none"> • Applicant name and installer/development team names and contact information; • Total cost of system; • Payment terms and timing; • Address of facility installation; • Capacity of system (in AC and DC for PV); • 5 year labor warranty; and • Final Payment Terms per Item No. 20.

Item No.	TERMS AND CONDITIONS	DESCRIPTION	
26.	Code and Manufacturer Requirements	The renewable energy facility will comply with all manufacturers' requirements, will be installed according to manufacturer recommendations, and will meet all applicable requirements of the State Building Code pursuant to RSA 155-A:1, IV, including the National Electric Code 2017 and NFPA 101 Life Safety Code.	
27.	Interconnection Requirements	Interconnection of the renewable energy facility with the utility will comply with the approved interconnection agreement, the Puc 900 Net Metering Rules, if applicable, as well as any applicable tariffs governing interconnection.	
Deadlines and Milestones			
28.	Rebate Approval Expiration	The Step 2 application for the installed, operating, and interconnected (for PV) system must be submitted to the New Hampshire Department of Energy no later than 9 months after the date of Step 1 approval. Reserved funds will be released immediately upon expiration of rebate commitment period.	
29.	Milestones to Maintain Approval	For PV, the project must meet all utility net metering queue milestones to remain approved for a rebate. If a milestone is missed, the applicant's approval will be surrendered, and the reserved rebate amount will be made available for use by other applicants. The applicant can reapply and reenter the queue for review and approval after achieving the missed net metering queue milestone(s). Net metering queue milestones must be met even if the system is not going to be net metered or if it is located in the New Hampshire Electric Cooperative service territory. For applicants on a net metering capacity allocation waitlist, milestones will become applicable when the system has been granted a net metering capacity allocation.	
30.	Extensions of Step 1 Approval Period	<ul style="list-style-type: none"> Applicant must submit a written extension request at least 15 days prior to the expiration of rebate approval. Applicant must explain the reason(s) for requesting an extension and show substantial progress throughout the entire approval period (e.g., evidence of active interconnection study, state and local permitting activities, equipment orders, etc.). Delays resulting from avoidable causes or intentional actions will not be considered grounds for extension. If applicant is granted an extension, the extension will be limited to a one-time only extension of not more than two months. Thereafter, only utility-caused interconnection delays may justify an additional deadline extension. 	
Terms and Conditions Requiring Documentation at Step 2			
31.	Final Executed Interconnection Application for PV systems	For PV, a copy of the final executed interconnection application(s), including Exhibit B, will be submitted at Step 2.	
32.	Photos of Entire PV System	For a PV system, the applicant will submit photos at Step 2 showing the following: <ul style="list-style-type: none"> All solar panels (so that they can be counted); All inverters; The utility meter; and The revenue grade production meter. 	
33.	Photos of Entire Solar Thermal System	For a solar thermal system, the applicant will submit photos at Step 2 showing the following: <ul style="list-style-type: none"> All collectors; The storage tank; and The Btu meter. 	
34.	Copies of Paid Invoices	At Step 2, the applicant will submit copies of invoices showing payment in full of all system costs, unless amount equal to approved rebate will not be paid until incentive has been paid to applicant.	
35.	Renewable Energy Certificate (REC) Eligibility and REC Applications	The system must be New Hampshire REC eligible, and a complete New Hampshire REC application will be submitted to the New Hampshire Department of Energy at the same time or prior to Step 2 application submittal. Demonstration of New Hampshire Class II REC certification must be submitted with the Step 2 application.	
General Program Terms and Conditions		APPLICANT INITIALS	INSTALLER INITIALS
36.	General Program Terms and Conditions	The applicant and installer have read, understand, and agree to terms and conditions item numbers 1 through 35, and the general program terms and conditions listed in Appendix A to this application.	

REQUIRED PERMITS AND APPROVALS		
Please confirm the permits/approvals that will be required for this project:	Yes	No
Building Permit	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Permit	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing Permit	<input type="checkbox"/>	<input type="checkbox"/>
Zoning Board Approval	<input type="checkbox"/>	<input type="checkbox"/>
Planning Board Approval	<input type="checkbox"/>	<input type="checkbox"/>
NH Department of Environmental Services Alteration of Terrain Permit	<input type="checkbox"/>	<input type="checkbox"/>
NH Department of Environmental Services Wetlands Permit	<input type="checkbox"/>	<input type="checkbox"/>
Federal Storm Water Permit (Notice of Intent filed with USEPA under NPDES Construction General Permit)	<input type="checkbox"/>	<input type="checkbox"/>
NH Natural Heritage Bureau Review	<input type="checkbox"/>	<input type="checkbox"/>
US Fish and Wildlife Endangered Species Review	<input type="checkbox"/>	<input type="checkbox"/>
NH Division of Historical Resources Review	<input type="checkbox"/>	<input type="checkbox"/>
Notice of Intent to Cut Wood or Timber	<input type="checkbox"/>	<input type="checkbox"/>
Other (please list all other required permits and approvals):	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED ATTACHMENTS FOR STEP 1 APPLICATION	
ATTACHED	These items (copies) must be attached to this application:
<input type="checkbox"/>	For existing electric service, a complete copy of the most recent electric bill and an electric bill from 12 or more months prior to the submittal date of the Step 1 application showing the electric customer name, account number, meter number, and rate class. For new electric service, proof that the predominant use of the new structure will be commercial, and evidence that electric service has been requested.
<input type="checkbox"/>	A copy of the Simplified Process Interconnection Application & Service Agreement as submitted to the utility for PV <u>and</u> documentation that demonstrates receipt of the Interconnection Application by the utility.
<input type="checkbox"/>	A Google Earth image/aerial photo of the site or panoramic photos of the horizon from the installation site.

PROPOSED PHOTOVOLTAIC (PV) SYSTEM INFORMATION					
(Skip this page if this is a solar thermal facility.)					
Modules/Panels (Based on manufacturer specification sheets)					
Manufacturer	Model	[A] Quantity	[B] Watts Per Unit (DC)	Total Output [A]x[B]	Total Cost Modules/Panels
					\$
Inverters (Based on manufacturer specification sheets)					
Manufacturer	Model	[A] Quantity	[B] Watts Per Unit (max AC output)	Total Output [A]x[B]	Total Cost Inverters
					\$
					Other Costs
Other Equipment (i.e. racking, meters, wire, etc.)					\$
Site Work					\$
Labor Costs*					\$
Other Eligible Costs*					\$
GRAND TOTAL Eligible Project Costs*					\$
*Costs for Self-Install Labor and Used Equipment are NOT Eligible Project Costs					

PV INCENTIVE CALCULATION		
1a.	Total PV Capacity (watts AC)	
1b.	Total PV Capacity (watts DC)	
2.	Total PV Capacity (Lesser Capacity of line 1a or 1b) X \$0.20/Watt for applications received by the New Hampshire Department of Energy on or after March 16, 2020	\$
3.	Total Facility Eligible Costs (do not include any self-install labor costs or used equipment costs)	\$
4.	25% of Total Facility Costs (25% of Line 3)	\$
5.	Project Incentive \$ Cap	\$ 10,000
6.	Total Requested Incentive (enter line 2, 4, or 5, whichever is less)	\$

OTHER PV SYSTEM INFORMATION				
Facility Mounting:	Roof <input type="checkbox"/>	Ground <input type="checkbox"/>	Pole <input type="checkbox"/>	
This facility is:	Fixed-mount <input type="checkbox"/>	Single-axis Tracking <input type="checkbox"/>	Dual-axis Tracking <input type="checkbox"/>	
Electric Meter Number Associated with this System (if the meter number changed within the last 12 months, please list both numbers):				

Is this project on the utility net metering capacity allocation waitlist?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

PROPOSED SOLAR THERMAL SYSTEM INFORMATION					
(Skip this page if this is a PV facility.)					
Collectors (Based on ICC-SRCC certification based on Medium Radiation – Category C)					
Manufacturer	Model	[A] Quantity	[B] (kBtu/collector/day)	Total output [A]x[B] x 365 days/yr	Total Cost Collectors
					\$
					Other Costs
Storage Tank					\$
BTU Meter					\$
Other Equipment					\$
Site Work					\$
Labor Costs*					\$
Other Eligible Costs*					\$
GRAND TOTAL Eligible Project Costs*					\$
*Costs for Self-Install Labor and Used Equipment are NOT Eligible Project Costs					

SOLAR THERMAL INCENTIVE CALCULATION		
1.	Total Modeled or Calculated Thermal Facility Output (kBtu/year), taking into account shading and orientation losses	
2.	Total Facility Output (line 1) X \$0.07/kBtu/year for >15 collectors (or \$0.12/kBtu/year for ≤ 15 collectors)	\$
3.	Total Facility Eligible Costs (do not include any self-install labor costs or used equipment costs)	\$
4.	25% of Total Facility Cost (25% of Line 3)	\$
5.	Total Requested Incentive (enter line 2 or 4, whichever is less)	\$

OTHER SOLAR THERMAL SYSTEM INFORMATION			
Type of Collectors:	Evacuated Tubes <input type="checkbox"/>	ICC -SRCC Rating Standard:	OG-100 <input type="checkbox"/>
	Flat Plates <input type="checkbox"/>		OG-300 <input type="checkbox"/>
Storage Tank Manufacturer:		Model No.	
Capacity of Storage Tank:		gallons	No. of Storage Tanks
Control Panel Manufacturer:		Model No.	
Circulation Pump Manufacturer:		Model No.	

DECLARATION OF APPLICANT

The Undersigned applicant declares under penalty of perjury that:

- 1. The applicant intends to purchase and install the renewable energy facility described in this application, if approved for an incentive;
- 2. The applicant has read and understands the terms and conditions set forth in this application with attachments and has agreed to abide by those requirements;
- 3. The information provided in this application is true and correct to the best of his or her knowledge; and
- 4. The applicant agrees that the facility and documents and certifications supporting the application may be inspected and audited by the New Hampshire Department of Energy or its consultant.

Applicant's Signature
Only one signature needed per entity.

Date

Printed Name of Person Signing

Title

State of: _____

County of: _____

Subscribed and sworn before me this _____ (day) of _____ (month) in the year _____

Notary Public/Justice of the Peace

My Commission Expires: _____

INSTALLER CERTIFICATION

The Undersigned installer declares under penalty of perjury that:

- 1. The facility and its associated materials will be installed according to generally accepted design and installation principles and practices that best support optimal energy production and lifespan of the facility;
- 2. The installer has read and understands the terms and conditions set forth in this application with attachments and has agreed to abide by those requirements;
- 3. The information provided in this application is true and correct to the best of his or her knowledge; and
- 4. The installer agrees that the facility and documents and certifications supporting the application may be inspected and audited by the New Hampshire Department of Energy or its consultant.

Installer's Signature
Only one signature needed per entity.

Date

Printed Name of Person Signing

Title

Company, if applicable

State of: _____

County of: _____

Subscribed and sworn before me this _____ (day) of _____ (month) in the year _____

Notary Public/Justice of the Peace

My Commission Expires: _____

Appendix A
General Program Terms and Conditions

Item No.	TERMS AND CONDITIONS	DESCRIPTION
1.	System Cannot be Removed	The system cannot be removed from installation site for at least 10 years.
2.	Rebate Payment	Payment will be made to applicant, after submittal of complete Step 2 application and review by the Department of Energy (Department), subject to potential full verification and/or on-site system inspection by the Department or its authorized third party contractor.
3.	Inspection/Audit	<ul style="list-style-type: none"> • Department or Department-authorized third party contractor may inspect and/or audit the project and request performance data for up to 10 years following approval of the Step 2 application and payment of the incentive. If the Department determines that the applicant or system has violated any program terms or conditions that cannot be corrected or reconciled, as applicable, then the applicant will be required to repay the rebate, and the project will not be eligible for a program incentive. • Any facility funded under this program is subject to inspection and monitoring by the Department of Energy, the State Fire Marshall, local code authorities, or their agents, for program and code compliance and performance, in addition to any monitoring prescribed in an interconnection agreement between the utility and the owner of the facility.
4.	Installer/Electrician/Development Team Suspension or Debarment	Installer/Electrician/Development Team may be suspended or debarred from submission of any or some number of rebate applications, if found to have violated material program terms, performed poor quality installation, installed substandard equipment, or made material misrepresentations in applications. Suspension or debarment to be in effect for a specified number of months or years, depending on severity of violations found.
5.	Step 1 and Step 2 Applications	The Step 1 application does not constitute the complete incentive application. The applicant must also complete a Step 2 application upon facility installation, interconnection (for electric facilities), and facility operation and meet all the terms and conditions of the program in order to receive the incentive payment
6.	Availability of Funds	Incentives are subject to the availability of funds received by the Department of Energy under RSA 362-F and appropriated by the legislature.
7.	Order of Application Processing	Each application will have a queue position for processing based on the order in which it was received except as otherwise determined through the initial lottery process and related waitlist provisions. Applications that are not complete when submitted will be denied and will have to be resubmitted if and when they are complete. Applications that are complete but require further clarification or explanation will maintain their queue position only if the applicant provides all of the required clarification, and explanation is concluded within two weeks of the written or e-mail request from Department staff for such clarification and explanation. Applications that meet all program requirements will be approved for incentive payments subject to timely submission of a completed Step 2 application that is consistent in all material respects with the approved Step 1 application. If the applicant submits a Step 2 application that is not consistent in all material respects with the approved Step 1 application, then the applicant may be eligible to receive an incentive payment based on the lower of either the project described in the approved Step 1 application or the project described in the Step 2 application.
8.	C&I Solar Rebate Program Waitlist	Once all allocated funds are reserved, applications will be placed on a waitlist based on their queue position. Applications on the waitlist will not be processed or reviewed until funding is available. There is no guarantee that any funding will be available for waitlisted applications.
9.	Confidentiality Requests	If an applicant believes that any information submitted in connection with its application for an incentive payment contains confidential, commercial, or financial information that should be afforded confidential treatment by the Department of Energy, then the applicant must request such confidential treatment in writing. Social security number(s), taxpayer ID numbers (TIN), and employer ID numbers (EIN) will remain confidential to the extent permitted under the NH Right-to-Know law, RSA 91-A.
10.	Tax Treatment of Incentive Payment	Any incentive payment received under this program may be treated as taxable income by the Internal Revenue Service. It is the responsibility of the recipient of the incentive payment to consult with his, her or its tax advisor to determine the correct tax treatment of these payments. Applicants who do not provide their Federal Taxpayer ID, Employer ID, or Social Security Number, as applicable, on the Step 2 application will not be eligible to receive the incentive payment.
11.	Program Modification and Clarifications	The Department of Energy reserves the right to modify or clarify approved program terms, conditions, or technical requirements when it is deemed to be in the public interest. A history of the program initial terms and conditions and subsequent modifications and clarifications can be found in Public Utilities Commission Docket No. DE 10-212 (http://www.puc.nh.gov/Regulatory/Docketbk/2010/10-212.html).
12.	Rejection of Application and Removal from Queue	Incomplete, inaccurate, ineligible, or illegible applications will be rejected and removed from the application queue, and the applicant will be notified of such action.
13.	Renewable Energy Fund Acknowledgement	Projects receiving a rebate must acknowledge the Renewable Energy Fund as a source of funds used for the project in any literature, press release, or public discussion of the project.