



Solar Photovoltaic Rebates

Program Manual Solicitation No. 2008-CS

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Attachments to this Program Manual are available as separate documents

1. Introduction

1.1. Commonwealth Solar Overview

Commonwealth Solar provides rebates through a non-competitive application process for the installation of photovoltaic (PV) projects at residential, commercial, industrial, institutional, and public facilities. The Applicant (and project site) must be a customer of a Massachusetts investor-owned electric distribution utility. The rebates are based on the size and other characteristics of the PV project.

The Commonwealth of Massachusetts is reserving \$68 million over the next four years (2008 through 2011) from existing ratepayer funds to support Commonwealth Solar. The Massachusetts Technology Collaborative (MTC) will set aside \$10 million per year from the Renewable Energy Trust, in partnership with the Massachusetts Division of Energy Resources (DOER), which will reserve \$28 million from the Alternative Compliance Payment Fund established under the Renewable Portfolio Standard program.

1.2. Purpose of Program Manual

The purpose of this Program Manual is to assist the potential applicants and their installers with the entire process for receiving a rebate for a PV project from Commonwealth Solar. This manual describes the available funding, rebate levels, application process, and payment process. As the program develops over time, this Program Manual will be updated to reflect the current offerings. Please note that there are sections of this manual which apply exclusively to residential projects and others that apply only to non-residential projects.

1.3. Who We Are

The Massachusetts Technology Collaborative

MTC is an independent economic development agency chartered by the Commonwealth to serve as a catalyst for increasing the state's innovation economy. MTC brings together leaders from industry, academia, and government to advance technology-based solutions that lead to economic growth and a cleaner environment. For more information, visit www.masstech.org.

The Renewable Energy Trust

The Trust, which is administered by MTC, was created by the Electric Utility Restructuring Act of 1997 in order to increase the supply and demand for green electricity while expanding economic activity in the state's renewable energy industry. For more information, visit www.masstech.org/renewableenergy.

The Massachusetts Division of Energy Resources

MTC is administering Commonwealth Solar in coordination with DOER, which reports to the Executive Office of Energy and Environmental Affairs. DOER implements energy policies that ensure an adequate supply of reliable, affordable and clean energy for the businesses and residents of Massachusetts. DOER implements the state's Renewable Energy Portfolio Standard (RPS) program which mandates that a growing portion of our electric energy comes from new renewable generation. For more information, visit www.mass.gov/doer.

2. Key Definitions

The following are definitions or references for key terms frequently used in the Program Manual.

2.1. Applicant Related Terms

Applicant	An individual or entity that submits an application to MTC for a Commonwealth Solar rebate but has not yet been awarded a rebate.
Applicant Entity	A parent company or parent organization and all of its subsidiaries are considered a single Applicant Entity. Public entities, at the sole discretion of the MTC, may be exempt from the definition of single Applicant Entity.
Awarded Applicant	An Applicant that has received a Rebate Award but has not yet reached PV Project Completion.
Rebate Recipient	An Applicant that has achieved PV Project Completion and has received a Commonwealth Solar rebate from MTC.
System Owner	The owner of the PV project that was supported by Commonwealth Solar. This may or may not be the Rebate Recipient.

2.2. Installer Related Terms

Installer	The PV project Installer is defined as the primary entity responsible for the PV project installation for the Applicant. The Installer is typically directly responsible for turnkey project management and installation work. However, the entity responsible for overall project management and installation is not required to actually (or physically) install the project and, for example, could be responsible for turnkey project management and sub-contracting the installation work to another entity or entities. The Installer also could be a third-party owner that has a Turnkey Contract involving a power purchase agreement and other arrangements with the Applicant or project host and a separate contract with another Installer for installation work.
Installer Entity	A parent company or parent organization and all of its subsidiaries are considered a single Installer Entity.

2.3. Other Related Terms

Alternative Compliance Payment Fund	Electric retail suppliers in Massachusetts who are unable to purchase sufficient renewable energy certificates to meet their obligation under the state's Renewable Energy Portfolio Standard (RPS) program must comply with the program by providing Alternative Compliance Payments to the MTC. These payments are segregated from the Renewable Energy Trust Fund into the Alternative Compliance Payment Fund and are controlled by DOER.
Process Queue	The order in which MTC will award complete applications for purposes of allocating Commonwealth Solar funding.
PV Project Completion	PV Project Completion is defined as a PV project that has been installed and interconnected to the utility's network consistent with all Commonwealth Solar requirements including submission of all relevant back-up documentation to MTC. The required back-up documentation includes: electric utility interconnection approval, paid invoices or equivalent, and, if applicable, evidence that energy efficiency requirements have been fulfilled and that automated reporting is functional.
Rebate Award	A commitment to provide the Applicant with a cash rebate upon achieving PV Project Completion. A Rebate Award is the notification of a future payment.

Turnkey Contract	<p>A Turnkey Contract should identify a project manager, and include rebate application preparation, equipment procurement and installation, site preparation, permitting and interconnection support, rebate project completion paperwork, training, operations and maintenance, and compliance with all applicable state and local laws, and Commonwealth Solar requirements, including without limitation the Minimum Technical Requirements, Minimum Insurance Requirements, and prevailing wage requirement, if applicable. The Turnkey Contract should include a budget that identifies key project components and a timeline (with a corresponding payment schedule) for installation of the PV project.</p>
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2.4. Attachments

Application and Instructions	Attachment A-1: Residential Application Attachment A-2: Non-Residential Application
Sample Participant's Agreement	Attachment B
Minimum Insurance Requirements	Attachment C
Minimum Technical Requirements	Attachment D
One-Time Turnkey Contract and Insurance Exemption for Licensed Electricians Minimum Requirements	Attachment E
PV Project Production Estimator	Attachment F-1: PV Project Production Estimator Instructions Attachment F-2: PV Project Production Estimator

3. Minimum Applicant and Project Requirements

3.1. Applicant and Project Requirements

Eligible Applicants	<p>The Applicant must be the electricity end user and customer on record of a Massachusetts investor-owned electric utility, thereby a contributor to the Trust. Except as set forth below, the Applicant must also be the future owner of the PV project and consumer of the electricity generated by the proposed PV project. For information on areas served by investor-owned electric distribution companies: www.masstech.org/RenewableEnergy/green_buildings/ElectricUtilityMap.pdf</p> <p>For PV projects attached to a building or structure, the Applicant must be the sole owner of that building or structure or be authorized by the owner(s) to make the necessary modifications to the building to install the proposed PV project.</p> <p>Two exceptions:</p> <ul style="list-style-type: none"> • For new construction or major renovation projects, the real estate developer can be the Applicant whether they intend to own or sell the building or structure where the PV project will be located. • For PV projects involving a third-party owner, the Applicant does not need to be the owner of the PV project, but must still be the consumer of electricity generated by the project.
PV Project Location and Building Type	<p>The PV project must be located in Massachusetts within the service territory of an investor-owned electric distribution company. The building or facility utilizing the power generated by the PV project must be grid-connected. All types of facilities and buildings are eligible.</p>
Minimum Project Size	<p>The minimum project size per application is 1 kW (dC_{STC}).</p>
Non-Residential Status	<p>To qualify as a non-residential Applicant, Applicants must either: 1) have a non-residential electricity account, or 2) provide evidence of non-residential status (e.g., farms that file under Chapter 61A and condo common areas could qualify as non-residential), and demonstrate that 50% or more of the electricity produced by the PV system will be used by a non-residential operation.</p>
Residential Status	<p>To qualify for residential status, the Applicant must have a residential electricity account.</p>
Application Submittal Limits	<p>Rebate Recipients may apply for a one-time expansion to each individual PV project for a total of two applications per electric utility meter subject to all other caps and conditions.</p>
Existing MTC Grantees	<p>If you have received an award through another MTC program for your proposed project, you may still be eligible for a Commonwealth Solar rebate. Check with MTC to find out whether you are eligible to apply for funding through Commonwealth Solar and, if so, at what level.</p>
Behind the Meter and 50% Onsite Usage Requirement	<p>The PV project must be a behind-the-meter project. The Applicant must demonstrate that 50% or more of the renewable energy produced by the renewable system funded by MTC will be used behind-the-meter based on annual production and usage estimates. For example, the behind-the-meter electricity consumption must be greater than or equal to 50% of the estimated annual production of the renewable system. All applications for retrofits must demonstrate 50% behind-the-meter usage with existing energy bills. Only new construction projects may use energy modeling or similar estimates to</p>

	demonstrate compliance with this requirement.
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3.2. Installer Requirements

Turnkey Contract Between Applicant and Primary Installer	All Applicants must have a Turnkey Contract with their Installer for a PV project.
First Time Installers: “Crawl Before You Walk Policy”	All first-time Installers are subject to MTC’s “Crawl Before You Walk Policy”, which limits first-time Installers to involvement with a single Rebate Award. MTC will not accept any additional applications involving a first-time Installer (nor should the first timers actively market to new customers or submit additional applications) until the first project has been completed and passed an inspection by an MTC-designated auditor. MTC, at its sole discretion, may grant a waiver for Installers that can demonstrate that they have successfully installed at least 10 PV projects in another state with similar requirements and standards.
Minimum Insurance Requirements	All Installers must comply with the Minimum Insurance Requirements in Attachment C.
North American Board of Certified Energy Practitioners Certification	It is recommended, but not required, that Installers or their subcontractors obtain or seek to obtain North American Board of Certified Energy Practitioners (NABCEP) PV Installer certification, if they have not already done so. For more information: http://www.nabcep.org/
Cap on Outstanding Awards For Each Installer Entity	<p>MTC will not process new applications involving an Installer Entity that will result in that Installer Entity’s involvement in:</p> <ul style="list-style-type: none"> • more than \$1,200,000 in Commonwealth Solar Rebate Awards for PV projects that have not reached Project Completion, or • more than \$400,000 in Commonwealth Solar Rebate Awards for residential PV projects that have not reached project completion. <p>Accordingly, these related applications will not be placed into the Process Queue.</p> <p>Work that the Installer Entity is doing as the primary Installer or subcontractor is considered “involvement” and applies toward calculation of this cap. MTC, at its sole discretion, will determine the applicability of the cap to an Installer in the event of a dispute.</p>
One-Time Turnkey Contract and Insurance Exemption for Licensed Electricians Minimum Requirements	To qualify for the One-Time Contract and Insurance Exemption for Licensed Electrician Home Installations, an electrician must meet the minimum requirements in Attachment E.
Existing MTC Service Providers	Entities providing services directly to MTC through a Master Agreement for Services and associated Work Orders are not eligible to receive funding under Commonwealth Solar either as an Applicant or as an Installer.

3.3. Technical and Installation Requirements

<p>Minimum Technical Requirements</p>	<p>All installations must comply with the Minimum Technical Requirements in Attachment D, one requirement of which is that PV project electrical work must be performed by a Massachusetts licensed electrical professional. All installations must be done in compliance with local, state, and federal laws and codes, and all projects qualifying for a rebate based on a system size of over 10 kW (dc) must install a Data Acquisition System (DAS).</p> <p>For more information: http://www.masstech.org/solar/Attachment_D.pdf</p>
<p>Eligible PV and Related Equipment</p>	<p>All installations must use solar photovoltaic technology, which is defined as cells or solar photovoltaic arrays that convert energy from the sun into electricity. Building integrated installations are eligible assuming all other requirements are met.</p> <p>Installations must be grid connected and use module, inverter, and metering equipment compliant with the Minimum Technical Requirements (Attachment D).</p> <p>There is one exception:</p> <ul style="list-style-type: none"> • Fixed off-grid PV applications that are permanently located on the same contiguous property of an eligible non-residential grid-connected Applicant and facility are eligible for rebates of up to 10 kW (dc) per project. <p>Portable systems are not eligible for Commonwealth Solar rebates.</p>
<p>Project Timeframe</p>	<p>In order to qualify for payment, applications must be approved by MTC prior to installation. Rebate funds may not be used to reimburse or write down costs incurred prior to Applicant's receipt of a confirmation letter for their Rebate Award and execution of the Participant's Agreement.</p> <p>PV projects that do not achieve Project Completion within one year of the date of the Rebate Award will result in automatic forfeiture of the award.</p>

3.4. Energy Efficiency Requirements

<p>Minimum Energy Efficiency Requirement</p>	<ul style="list-style-type: none"> • Residential. Prior to receiving the rebate payment from MTC, rebate Applicants must either: 1) have an energy audit performed on all structures on their property, or 2) be able to demonstrate that an energy audit has been performed within the past six years by a utility or Cape Light Compact efficiency program, certified energy manager (CEM), or professional engineer (PE). Supporting documentation must be provided to MTC. MTC strongly recommends, but does not require, that residential Applicants perform any feasible measures recommended by such audits. • Non-Residential less than 100 kW (dc). Prior to receiving payment from MTC, rebate Applicants must: <ol style="list-style-type: none"> 1. Either: 1) have an energy audit performed on all structures on their property, or 2) be able to demonstrate that an energy audit has been performed within the past six years by a utility or Cape Light Compact efficiency program, certified energy manager (CEM), or professional engineer (PE), and 2. Provide evidence that they have joined the Energy Star Partnership and are committed to “continuous improvement of energy efficiency”. In addition to attaching a letter of commitment to the application, Applicants are encouraged, but not required, to complete and attach an EPA Energy Rating for the facility. For more information: http://www.energystar.gov/index.cfm?c=business.bus_commit 3. Provide supporting documentation to MTC. MTC strongly recommends, but does not require, that non-residential Applicants (less than 100 kW (dc) perform any feasible measures recommended by such audits. • Non-Residential 100 kW (dc) and greater. Prior to receiving payment from MTC, rebate Applicants must: <ol style="list-style-type: none"> 1. Either: 1) have an energy audit performed on all structures on their property, or 2) be able to demonstrate that an energy audit has been performed within the past six years by a utility or Cape Light Compact efficiency program, certified energy manager (CEM), or professional engineer (PE), and 2. Provide evidence that they have joined the Energy Star Partnership and are committed to “continuous improvement of energy efficiency”. In addition to attaching a letter of commitment to the application, Applicants are encouraged, but not required, to complete and attach an EPA Energy Rating for the facility. For more information: http://www.energystar.gov/index.cfm?c=business.bus_commit, and 3. Provide documentation of measures taken in response to the audit recommendations, and, if applicable, explain why certain recommendations were not undertaken. Acceptable reasons may include aesthetic considerations, interference with future renovation plans, payback period too long, etc. Applicants must submit copies of utility energy-efficiency applications, audits, and/or copies of paid invoices to demonstrate implementation of the efficiency recommendations.
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	<p>Exception for Recent Construction and New Construction:</p> <ul style="list-style-type: none"> • Low-rise buildings (including residences) that can demonstrate that they have been constructed within the last six years. Partial renovations or additions do not qualify for this exception. <p>MTC, at its sole discretion, reserves the right to waive the minimum energy efficiency requirement for projects where it can be demonstrated that the requirement would: 1) not cost-effectively improve the overall energy efficiency of the building(s), or 2) pose undue burden on the Applicant.</p>
<p>Energy Efficiency Resources</p>	<p>For more information on energy efficiency audits and programs, Applicants should visit their investor-owned utilities website, or MassSAVE (which is geared towards residential customers):</p> <ul style="list-style-type: none"> • MassSAVE (for residential customers): http://www.masssave.com/ • Cape Light Compact: http://www.capelightcompact.org/doc.ccml?13 • NSTAR: http://www.nstaronline.com/business/ • National Grid: http://www.nationalgridus.com/masselectric/business/index.asp • Western Massachusetts Electric: http://www.wmeco.com/business/default.aspx • Unitil: http://services.unitil.com/fge/bus_cus_info.asp

3.5. Other Requirements (Typically Non-Residential Only)

<p>Public Procurement Compliance (Massachusetts public entities only)</p>	<p>Massachusetts public entities seeking a Commonwealth Solar rebate must demonstrate compliance with Massachusetts Public Procurement Law. For more information: http://www.mass.gov/ig/</p>
<p>Prevailing Wage (For Rebated Greater than \$50,000)</p>	<p>Applications that seek more than \$50,000 from Commonwealth Solar must agree that any and all installers pay prevailing wages for work performed on the construction and installation of the PV project by covered labor classifications as determined by the Division of Occupational Safety of the Massachusetts Department of Labor and otherwise comply with the prevailing wage requirements of Chapter 149 of the Massachusetts General Laws. The applicant shall be responsible for ensuring that prevailing wages are paid for all aspects of the installation of the PV project regardless of the percentage of actual costs that are covered by the rebate. Prevailing wage rates must be incorporated into the total cost submitted in the application. The Applicant shall collect, review, and retain supporting documents, which shall be made available to MTC upon request. For more information: http://www.mass.gov/dos/pw/index.htm</p>

4. Available Funding And Rebate Levels

4.1. Total Funding and Reservations

The Commonwealth Solar budget is **\$68 million** over 4 years (2008 through 2011).

- **\$40 million** from the Renewable Energy Trust plus **\$28 million** from Alternative Compliance Payment Funds administered by the Massachusetts Division of Energy Resources.
- Of the total \$68 million, at least **\$16 million** will be reserved for PV projects on Massachusetts public buildings (as defined below), and at least **\$8 million** will be reserved for PV projects on residences.

4.2. Rebate Level Adjustment Strategy

The total funding will be segmented into blocks. The current strategy is to have the first two blocks last approximately 6 months each. The first block is \$8.5 million with a minimum of \$2 million reserved for public buildings and a minimum of \$1 million reserved for residences.

Before releasing each block, MTC and DOER, in consultation with other stakeholders, will make program adjustments to: 1) either slow or accelerate spending, and 2) address changes in the market and related policies. Program adjustments will be made to provide, in so much as it is possible, a predictable and steady incentive without interruption for the PV market through 2011. MTC and DOER reserve the right to make adjustments before the completion of a block.

4.3. Rebate Calculator

To determine the rebate for a PV project, MTC recommends using the Rebate Worksheet in Attachment A: Application Forms and Instructions.

4.4. Rebate Taxability

Rebates may be considered taxable income by the Internal Revenue Service. MTC is pursuing an exemption from taxation for residential customers from these rebates. However, until a ruling is received, all Applicants must provide their social security or tax identification number for tax reporting purposes and the issuance, where applicable of a Form 1099. This information will be kept strictly confidential and is not subject to the Public Disclosure provisions in Section 6 of this Program Manual.

4.5. Project Matching Funds for Municipalities

Municipal customers within eligible utility service territories are eligible to use the CLEAN ENERGY CHOICE[®] program to provide matching funds in addition to Commonwealth Solar rebates. To find out more, visit the CLEAN ENERGY CHOICE[®] website:

http://www.masstech.org/CleanEnergyOrg/matching_grants.htm

The following section is exclusively for residential projects. If your PV project is non-residential, proceed directly to Section 4.7.

4.6. Residential Rebates – For Residential Projects Only

Rebates for residential customers are capped at the lesser of:

- 100% of total installed costs, or
- A rebate based on a maximum size of 5 kW (dc) even if the system is larger.

The current rebate levels are:

Residential Rebates (\$ per watt (dc))	
Base Incentive	\$ 2.00
Massachusetts Company Components Adder	\$ 0.25
Moderate Home Value Adder	\$ 1.25
Moderate Income Adder	
≤ \$91,552 (120% of MA median household income)	\$ 1.00
≤ \$76,296 (MA median household income)	\$ 2.00

Rebate Adder	Requirements								
MA Company Components	<p>To qualify for this adder, the Applicant must provide evidence that either the PV modules or the inverter(s), or another significant component are manufactured by a company with a significant Massachusetts presence as determined at the sole discretion of MTC and DOER. Current companies and products on this list are:</p> <ul style="list-style-type: none"> • Evergreen Solar: modules • RWE Schott: modules • Satcon: inverters • Solectria Renewables: inverters 								
Moderate Home Value	<p>To qualify, the assessed home value (land and building) of the Applicant’s primary residence, as determined by the municipality, must be less than or equal to the following for the appropriate county of residence:</p> <table border="1"> <thead> <tr> <th>County</th> <th>Moderate Home Value</th> </tr> </thead> <tbody> <tr> <td>Berkshire, Franklin, Hampden, and Hampshire</td> <td>≤ \$300,000</td> </tr> <tr> <td>Bristol, Suffolk, and Worcester</td> <td>≤ \$350,000</td> </tr> <tr> <td>Barnstable, Duke, Essex, Middlesex, Nantucket, Norfolk, and Plymouth</td> <td>≤ \$400,000</td> </tr> </tbody> </table>	County	Moderate Home Value	Berkshire, Franklin, Hampden, and Hampshire	≤ \$300,000	Bristol, Suffolk, and Worcester	≤ \$350,000	Barnstable, Duke, Essex, Middlesex, Nantucket, Norfolk, and Plymouth	≤ \$400,000
County	Moderate Home Value								
Berkshire, Franklin, Hampden, and Hampshire	≤ \$300,000								
Bristol, Suffolk, and Worcester	≤ \$350,000								
Barnstable, Duke, Essex, Middlesex, Nantucket, Norfolk, and Plymouth	≤ \$400,000								
Moderate Income	<p>Household income is the gross income (as defined by the IRS) received in the most recent calendar year for which an IRS filing is available by all household members 18 years old and over, including household members not related to the householder and other non-family household members.</p> <table border="1"> <thead> <tr> <th>Household Income Criteria</th> <th>Rebate Adder</th> </tr> </thead> <tbody> <tr> <td>≤ \$76,296 (MA median household income)</td> <td>\$2.00 per watt</td> </tr> <tr> <td>≤ \$91,552 (120% of median household income)</td> <td>\$1.00 per watt</td> </tr> </tbody> </table> <p>To qualify, the Applicant must consent to make household income data available to an independent third party to verify eligibility. For more information: http://scapartnering.com/masstech.php</p>	Household Income Criteria	Rebate Adder	≤ \$76,296 (MA median household income)	\$2.00 per watt	≤ \$91,552 (120% of median household income)	\$1.00 per watt		
Household Income Criteria	Rebate Adder								
≤ \$76,296 (MA median household income)	\$2.00 per watt								
≤ \$91,552 (120% of median household income)	\$1.00 per watt								

If your PV project is residential, skip the following section and proceed directly to Section 5.

4.7. Non-Residential Rebates – For Non-Residential Projects Only

Rebates for a non-residential project will be capped at the lesser of:

- 100% of total installed costs, or
- A rebate based on a maximum system size of 500 kW even if the system is larger.
- In addition, a single Applicant Entity can be awarded no more than \$1,200,000 in total Commonwealth Solar rebates per calendar year.

The current rebate levels are:

Non-Residential Rebates for Incremental Capacity (\$ per watt (dc))				
Incremental Capacity	First: 1 to 25 kW	Next: > 25 to 100 kW	Next: > 100 kW to 200 kW	Next: > 200 kW to 500 kW
Base Incentive	\$3.25	\$2.50	\$2.00	\$1.50
<i>PLUS: Additions to Base</i>				
Massachusetts Company Components Adder	\$0.25	\$0.25	\$0.25	\$0.25
Public Building Adder	\$0.50	\$0.50	\$0.25	\$0.25

Example Project Size (kW) and Rebate Using Base Incentive and MA Company Component Adder		
Project Size	Total Incentive	Rebate Level (~\$/watt)
25	\$87,500	\$3.50
50	\$156,250	\$3.13
100	\$293,750	\$2.94
200	\$518,750	\$2.59
300	\$693,750	\$2.31
400	\$868,750	\$2.17
500	\$1,043,750	\$2.09

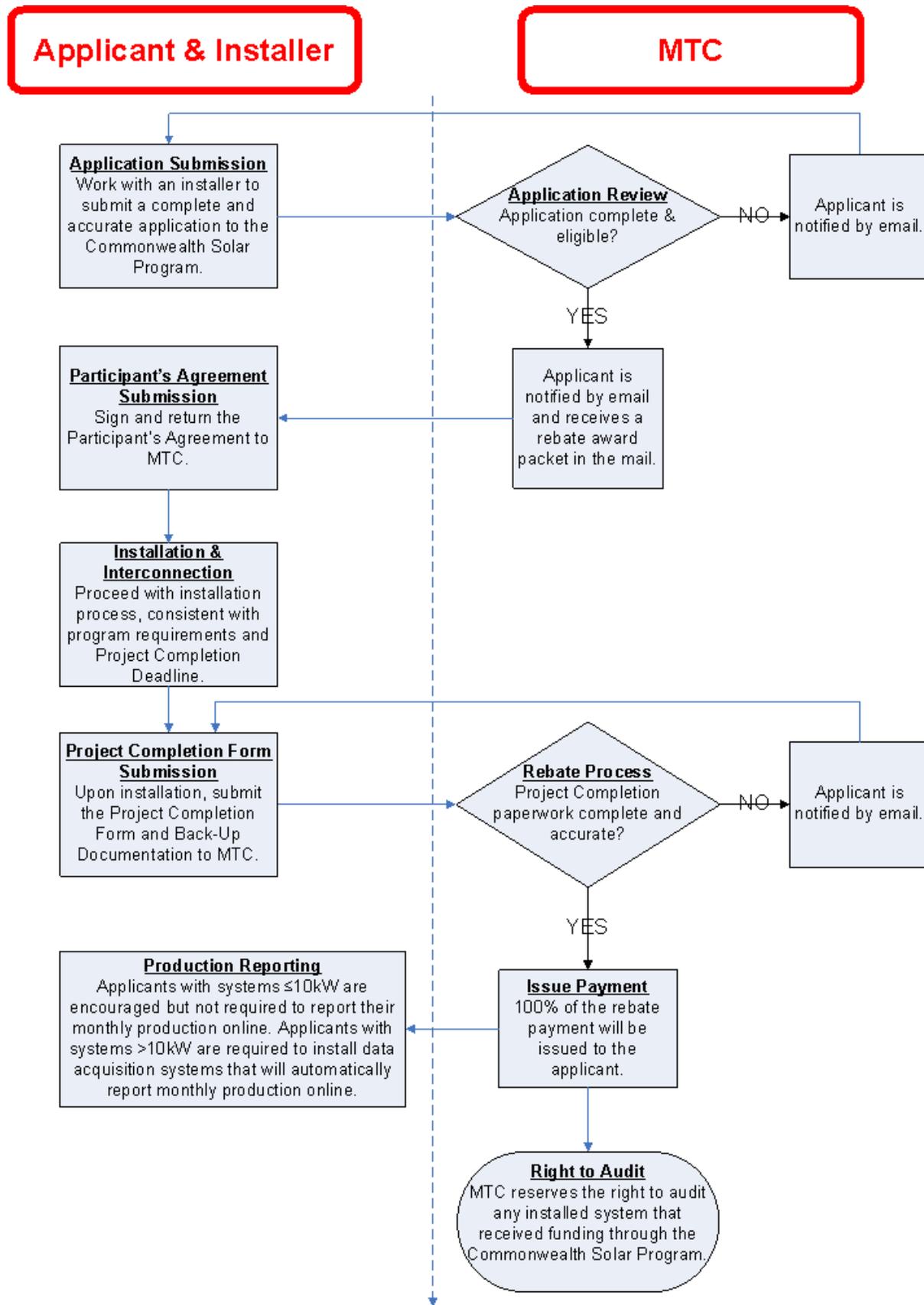
Rebate Adder	Requirements
MA Company Components	<p>To qualify for this adder, the Applicant must provide evidence that either the PV modules or the inverter(s), or another significant component are manufactured by a company with a significant Massachusetts presence as determined at the sole discretion of MTC and DOER. Current companies and products on this list are:</p> <ul style="list-style-type: none"> • Evergreen Solar: modules • RWE Schott: modules • Satcon: inverters • Solectria Renewables: inverters
Public Building	<p>The Applicant qualifies for this adder if the proposed installation will be located at a facility that is owned by the Commonwealth of Massachusetts, municipalities, state and local agencies, and quasi-public entities, and a public entity pays the electric bills for the facility where the system is proposed. Federal buildings do not qualify.</p>

5. Application and Payment Process

The rebate application and payment process involves the following steps:

- First Steps
- Find an Installer
- Prepare and Submit Application
- MTC Review and Approval of Application
- Receive Award Packet and Return Participant's Agreement
- Installation and Interconnection
- Submit Project Completion Form
- Payment Process
- Production Reporting
- Public Education Support

These steps and related responsibilities for entities involved in Commonwealth Solar rebate transactions are discussed below. The following chart illustrates the process once a prospective Applicant is ready to submit an application. The section after the chart provides a detailed description of each of the ten steps listed above including convenient links to the applicable sections of the Commonwealth Solar website.



5.1. First Steps

Prior to contacting an Installer, prospective Applicants should:

1. **Determine Eligibility.** Commonwealth Solar rebates are only available to electricity customers served by Massachusetts investor-owned electric utilities: For information on areas served by investor-owned electric distribution companies:
www.masstech.org/solar/one.html
2. **Determine PV Compatibility with the Site.** Prior to contacting an Installer, prospective Applicants should assess whether a PV project is likely to be compatible with their home or building. For example, successful PV projects require access to sunlight throughout the day. The following is a link to resources that will help prospective Applicants to better understand the characteristics of good sites for a PV project:
www.masstech.org/solar/two.html
3. **Estimate Rebate.** The Commonwealth Solar rebate will cover only part of a project's costs. Prospective Applicants can use the following tools to develop a preliminary estimate of the rebate, project cost, and savings associated with a PV project.
<http://www.masstech.org/solar/three.html>

5.2. Find an Installer

Prospective Applicants are responsible for selecting an Installer. Installers can help prospective Applicants with a more detailed site and financial assessment. In addition, they will be responsible for providing rebate Applicants with a turnkey service and contract. Prospective Applicants should perform their own due diligence with regard to the experience and qualifications of a potential Installer and its team and make sure that it meets all Commonwealth Solar requirements, including minimum insurance requirements. Refer to the following link for lists of potential Installers that are maintained by independent parties: <http://www.masstech.org/solar/four.html>

5.3. Prepare and Submit Application

The selected Installer will prepare the rebate application on behalf of the Applicant. The Applicant will need to assist the Installer by (i) providing support materials, such as an electric bill, (ii) reviewing and approving the application package by signing the application, and (iii) signing relevant contracts. All signatures in the application package *must be* originals. Electronic signatures (*e.g.*, faxes or simulated) will not be accepted.

The application must be completely filled out and include all supporting documentation. A separate application must be submitted for each proposed project. A hard copy of the application must be mailed or delivered to MTC. Applicants are encouraged to use certified mail, or equivalent forms of delivery. It is the sole responsibility of the Installer and Applicant to ensure that the application is complete and is properly submitted.

Applications must be submitted to (certified mail or equivalent forms of delivery are encouraged):

**Commonwealth Solar
Massachusetts Technology Collaborative
Innovation Center
75 North Drive
Westborough, MA 01581-3340**

The application form and instructions (Attachment A) are available at:
www.masstech.org/solar/.

5.4. MTC Review and Approval of Application

Once MTC receives a Commonwealth Solar application, MTC staff reviews each application for original signatures, completeness and accuracy. Funding is available on a first come first serve basis to complete applications.

- 1. Incomplete, Ineligible, or Cap-Exceeded Applications.** Applications that are either incomplete, reflect ineligible projects or Applicants, or result in an Applicant Entity or Installer Entity that exceeds any of the caps described in this manual will not be accepted nor added to the Process Queue for approval until the open issues have been completely rectified to the satisfaction of MTC. Within 30 days of receipt of an incomplete, ineligible, or inaccurate application, MTC will notify the Applicant and Installer. **The submission of incomplete applications will result in significant delays and could result in a lower rebate award.** Incomplete applications will not be returned.
- 2. Complete Applications.** Applicants, and their installers, that submit a complete application and receive a Rebate Award will be notified by email. MTC strives to notify residential Applicants of their Rebate Award within 20 days of receipt of their applications and non-residential Applicants within 30 days.
- 3. Complete Applications, but Available Funding Exceeded.** If a complete application results in the currently available funding for the program to be exceeded, MTC will notify the Applicant via email. At this point, the Applicant's application is placed into the Process Queue, but is essentially on hold until MTC evaluates the program and updates the rebate offerings in the Program Manual. MTC, at its sole discretion, may then offer the Applicant an opportunity to accept any changes to program rebate levels or other rules and maintain its Process Queue position.

MTC reserves the right to inspect sites and/or request additional technical information prior to approving or rejecting applications. In addition, MTC reserves the right to reject any applications that involve Installers that have violated the Minimum Technical Requirements (Attachment D) or project timeframe requirements.

5.5. Receive Award Packet and Return Participant's Agreement

Once the award has been approved, MTC sends each Awarded Applicant a packet which includes:

- Rebate Award letter (indicates rebate amount, the project completion deadline, etc.)
- Participant's Agreement
- Project Completion Form
- Information Sheet on the Production Tracking System (more info below).

The Participant's Agreement includes the terms and conditions of the Commonwealth Solar rebate. The Awarded Applicant must accept the program terms and conditions by signing and returning the Participant's Agreement with an original signature to MTC prior to beginning work on the applicable PV project. Applicants are encouraged to use certified mail, or equivalent forms of delivery.

The award packet contains the Project Completion Form that the Awarded Applicant must submit to receive their rebate payment once the installation is complete. Awarded Applicants should keep this form in a safe place during the installation process.

5.6. Installation and Interconnection

After the Applicant has signed and returned the Participant's Agreement to MTC, they can notify their Installer and proceed with the installation and interconnection. Related Minimum Technical Requirements (Attachment D) are available at: www.masstech.org/solar/.

5.7. Submit Project Completion Form

Once the project has been installed and interconnected, the Installer will work with the Awarded Applicant to submit the Project Completion Form and back-up documentation so that the Awarded Applicant can receive the rebate payment. Back-up documentation includes:

- Approval to Interconnection from the electric utility
- Evidence of paid invoices or equivalent
- Evidence that energy efficiency requirements have been fulfilled (if this has not already been done)

In addition, all PV projects receiving a rebate based on a project size of greater than 10 kW must demonstrate that they are set up for Automated Reporting (see Section 5.9 for more info).

MTC staff reviews each Project Completion Form for completeness and accuracy. Hard copies of the Project Completion Form must be mailed or delivered to MTC. Awarded Applicants are encouraged to use certified mail, or equivalent. It is the sole responsibility of the Awarded Applicant to ensure that the Project Completion Form is complete and is properly submitted to MTC.

1. **Incomplete Project Completion Forms.** Awarded Applicants that submit incomplete (e.g., energy efficiency requirement has not been met) or inaccurate forms will be notified by email. The form will not be approved for payment until it has been completed to the satisfaction of MTC. Incomplete forms will not be returned to the Awarded Applicant.
2. **Complete Forms.** MTC staff approves each project for payment and issues checks to Awarded Applicants on a rolling basis.

MTC reserves the right to conduct post-installation inspections of PV projects prior to approval for payments.

The rebate payments are contingent on the as-built project complying with the awarded project plan and with the Minimum Technical Requirements (Attachment D). Any changes in scope may affect the rebate amount. In addition, under no circumstances will MTC provide an increased rebate. Furthermore, if the project fails to comply with the Minimum Technical Requirements, MTC may choose to rescind the award.

5.8. Payment Process

Pending receipt of the Project Completion Form and satisfactory completion of MTC post-installation inspections (if required), the rebate payment is made directly to the Awarded Applicant. MTC expects to pay the installation rebate within 60 days of receipt of all required documentation and completion of a post installation inspection (if applicable). If the Awarded Applicant has not already complied with the minimum energy efficiency requirements, MTC will withhold rebate payment until these requirements have been satisfied.

Rebates may be considered taxable income by the Internal Revenue Service. MTC is pursuing an exemption from taxation for residential customers from these rebates. However until a ruling is received, all Applicants must provide their social security or tax identification number for tax reporting purposes and the issuance, where applicable of a Form 1099. This information will be kept strictly confidential and is not subject to the Public Disclosure provisions in Section 6 of this Program Manual.

5.9. PV System Energy Production Reporting Requirements

The Production Tracking System (PTS) is used to support the market for Renewable Energy Certificates (RECs) and to help MTC monitor PV project performance. PV project owners may participate in the green power markets by selling the Renewable Energy Certificates (RECs) that are produced by their PV project and accounted for in PTS. MTC recommends that PV projects less than or equal to 10 kW (dc) report to the PTS. For PV projects larger than 10 kW (dc), MTC requires that PV projects automatically report to the PTS for five years.

1. **Voluntary Manual PTS Reporting [PV projects less than or equal to 10 kW (dc)].** Owners (or their designee) of PV projects less than or equal to 10 kW (dc) are encouraged, but not required,

to report the project's electrical output every month to MTC's Production Tracking System (PTS). As part of the award packet, MTC will send an overview of the PTS and a link to instructions on its use to the Awarded Applicant. PTS instructions can also be found on the web at:

<http://www.masstech.org/solar/PTS.pdf>

In summary, reporting to the PTS involves the following steps:

- MTC or the PTS Administrator will email each Awarded Applicant their PTS login information including a username and password. The Awarded Applicant should log in at this time and keep their username and password in a safe place for later use.
- Upon project completion, the PV project owner, or designated representative, must go to the PTS website specified in the instructions and enter all first time data (e.g. date the PV project started producing power).
- Each month, unless using Automated Reporting, the PV project owner, or designated representative must manually enter a meter reading into the website.

Smaller systems may also elect to voluntarily adopt automated reporting.

2. **Mandatory Automated Reporting (systems greater than 10 kW (dc)).** Owners of MTC-funded PV projects greater than 10 kW (dc) are required to use an automated reporting system which meets the requirements described in the link below to report the system's electrical output every month to MTC's Production Tracking System (PTS). This option is only available for systems tracked by a Data Acquisition System (DAS). Typically, an Installer will have more information on Automated Reporting products. For more information on Automated Reporting requirements visit: <http://ar.masstech-pts.org/downloads/>

5.10. Public Education and Program Evaluation Support

Rebate Recipients and their Installer are required to provide good faith cooperation with the MTC's public education and evaluation activities, including, but not limited to, providing photos of projects, supporting development of case study materials for public dissemination, and cooperating with MTC or its consultants to schedule and complete site audits.

5.11. Questions and Answers

Questions concerning this Program Manual should be submitted in *writing* (e-mail, mail, and fax) to the contact listed below. All inquiries should reference the Commonwealth Solar Program Manual. MTC regularly updates a list of relevant questions and answers. It is available on the Commonwealth Solar website: www.masstech.org/solar/. Applicants and Installers are encouraged to visit the website prior to submitting a question. Only answers posted on the website should be treated as MTC's official response to any question. The contact for questions is:

Commonwealth Solar
Massachusetts Technology Collaborative
Innovation Center
75 North Drive
Westborough, MA 01581-3340
Email: cs@masstech.org
Fax: 508-898-9226

6. General Conditions

6.1. Notice of Public Disclosure

6.1.1. General Statement

Funds awarded are public funds and any information submitted to MTC by the Applicant in response to Commonwealth Solar or generated in relation thereto is subject to public disclosure requirements as set forth in the Massachusetts Public Records Act, M.G.L. c. 66 (the "Public Records Act"), which governs the retention, disposition and archiving of public records. For purposes of the Public Records Act, "public records" include all books, papers, maps, photographs, recorded tapes, financial statements, statistical tabulations, or other documentary materials or data, regardless of physical form or characteristics, made or received by MTC.

The foregoing notwithstanding, "public records" may not include certain materials or data which potentially fall within one of the specifically enumerated exemptions set forth in the Public Records Act or in other statutes, including MTC's enabling act, M.G.L. Chapter 40J. One such exemption that may be applicable to documents submitted by the Applicant in response to Commonwealth Solar is for any documentary materials or data made or received by MTC that consists of trade secrets or commercial or financial information regarding the operation of any business conducted by the Applicant, or regarding the competitive position of such Applicant in a particular field of endeavor (the "Trade Secrets Exemption").

It is MTC's expectation and belief that the overwhelming percentage of documents it receives from Applicants does not contain any information that would warrant an assertion by MTC of an exemption from the Public Records Act. Applicants should therefore take care in determining which documents they submit to MTC in response to Commonwealth Solar, and should assume that all documents submitted to MTC in response to Commonwealth Solar are subject to public disclosure without any prior notice to the Applicant and without resort to any formal public records request.

6.1.2. Procedures for Handling Documents Identified as "Sensitive Information."

In the event that Applicant's response to Commonwealth Solar includes the submission to MTC of documents that Applicant believes may be proprietary in nature and may fall within the parameters of the Trade Secrets Exemption and/or some other applicable exemption, the following procedures shall apply:

- A) At the time of the Applicant's initial submission of documents to MTC, the Applicant must provide a cover letter, addressed to MTC's General Counsel, indicating that it is submitting documents which it believes are exempt from public disclosure, including a description of the specific exemption(s) that Applicant contends is/are applicable to the submitted materials, a precise description of the type and magnitude of harm that would result in the event of the documents' disclosure, and a specific start date and end date within which the claimed exemption applies. If different exemptions, harms and/or dates apply to different documents, it is Applicant's responsibility to provide detailed explanations for each such document.
- B) At the time of the Applicant's initial submission of documents to MTC, the Applicant must also clearly and unambiguously identify each and every such document that it contends is subject to an exemption from public disclosure as "Sensitive Information." It is the Applicant's responsibility to ensure that all such documents are sufficiently identified as "Sensitive Information," and Applicant's designation must be placed in a prominent location on the face of each and every document that it contends is exempt from disclosure under the Public Records Act.

Information submitted to MTC in any form other than a hard copy document will not be subject to the procedures set forth in this Section 6.1. For example, information submitted by e-mail, facsimile and/or verbally will not be subject to these procedures and may be disclosed at any time without notice to Applicant.

- C) Documents that are not accompanied by the written notification to MTC's General Counsel or are not properly identified by the Applicant as "Sensitive Information" at the time of their initial submission to MTC are presumptively subject to disclosure under the Public Records Act, and the

procedures for providing the Applicant with notice of any formal public records request for documents, as set forth below, shall be inapplicable.

- D) At the time MTC receives documents from Applicant in response to Commonwealth Solar, any such documents designated by Applicant as “Sensitive Information” shall be segregated and stored in a secure filing area when not being utilized by appropriate MTC staff for purposes of evaluating the application for funds. By submitting a signed rebate application to MTC, Applicant certifies, acknowledges and agrees that (a) MTC’s receipt, segregation and storage of documents designated by Applicant as “Sensitive Information” does not represent a finding by MTC that such documents fall within the Trade Secrets Exemption or any other exemption to the Public Records Act, or that the documents are otherwise exempt from disclosure under the Public Records Act, and (b) MTC is not liable for the subsequent disclosure of any documents submitted to MTC by the Applicant, whether or not such documents are designated as “Sensitive Information” or MTC was negligent in disclosing such documents.
- E) In the event that MTC receives an inquiry or request for documents submitted by Applicant in response to Commonwealth Solar, MTC shall produce all responsive documents without notice to Applicant. In the event that the inquiry or request entails documents that the Applicant has previously designated as “Sensitive Information”, the inquiring party shall be notified in writing that one or more of the documents it has requested has been designated by the Applicant as “Sensitive Information”, and that a formal, written public records request must be submitted by the requesting party to MTC’s General Counsel for a determination of whether the subject documents are exempt from disclosure.
- F) Upon the General Counsel’s receipt of a formal, written public records request for documents that encompass materials previously designated by Applicant as “Sensitive Information”, the Applicant shall be notified in writing of MTC’s receipt of the public records request, and MTC may, but shall not be required to provide Applicant an opportunity to present MTC with information and/or legal arguments concerning the applicability of the Trade Secrets Exemption or some other exemption to the subject documents.
- G) The General Counsel shall review the subject documents, the Public Records Act and the exemption(s) claimed by the Applicant in making a determination concerning their potential disclosure.

The General Counsel is the sole authority within MTC for making determinations on the applicability and/or assertion of an exemption to the Public Records Act. No employee of MTC other than the General Counsel has any authority to address issues concerning the status of “Sensitive Information” or to bind MTC in any manner concerning MTC’s treatment and disclosure of such documents.

Furthermore, the potential applicability of an exemption to the disclosure of documents designated by the Applicant as “Sensitive Information” shall not require MTC to assert such an exemption. MTC’s General Counsel retains the sole discretion and authority to assert an exemption, and he may decline to exert such an exemption if, within his discretion, the public interest is served by the disclosure of any documents submitted by the Applicant.

- H) MTC shall provide the requesting party and Applicant with written notice of its determination that the subject documents are either exempt or not exempt from disclosure.
- I) In the event that MTC determines that the subject documents are exempt from disclosure, the requesting party may seek review of MTC’s determination before the Supervisor of Public Records, and MTC shall notify the Applicant in writing in the event that the requesting party pursues a review of MTC’s determination.
- J) In the event the requesting party pursues a review of MTC’s determination that the documents are exempt from disclosure and the Supervisor of Public Records concludes that the subject documents are not exempt from disclosure and orders MTC to disclose such documents to the

requester, MTC shall notify the Applicant in writing prior to the disclosure of any such documents, and Applicant may pursue injunctive relief or any other course of action in its discretion.

- K) In the event that MTC determines that the subject documents are not exempt from disclosure or the General Counsel determines that, under the circumstances and in his discretion, MTC shall not assert an exemption, MTC shall notify the Applicant in writing prior to the disclosure of any such documents, and Applicant may pursue injunctive relief or any other course of action in its discretion.

Applicant's submission of a rebate application, with or without supporting documentation, shall require a signed certification that Applicant acknowledges, understands and agrees with the applicability of the foregoing procedures to any documents submitted by Applicant in response to Commonwealth Solar, including but not limited to the acknowledgements set forth in Section 6.1.2(D), and that Applicant shall be bound by the procedures set forth in this Section 6.1.

All documents submitted by Applicant, whether designated as "Sensitive Information" or not, are not returnable to Applicant, except in the case of returning late submissions as indicated in Section 6.

6.2. Contractual Requirements

MTC intends to enter into a Participant's Agreement (Attachment B) with the selected Applicants. Upon MTC notification of a rebate award, the Rebate Recipient will execute the Participant's Agreement.

6.3. Waiver Authority

MTC reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the application, to accept or reject any or all applications received, and/or to cancel all or part of Commonwealth Solar at any time prior to awards.

6.4. Disclaimer

The Commonwealth Solar Program Manual does not commit MTC to award any funds, pay any costs incurred in preparing an application, or procure or contract for services or supplies. MTC reserves the right to accept or reject any or all applications received, negotiate with all qualified Applicants, cancel or modify the Program Manual in part or in its entirety, or change the application guidelines, when it is in its best interests.

6.5. Changes/Amendments to the Program Manual

This Program Manual has been distributed electronically using MTC's website. It is the responsibility of Applicants to check MTC's website for any addenda or modifications to the Program Manual to which they intend to respond. MTC, the Commonwealth of Massachusetts, and its subdivisions accept no liability and will provide no accommodation to Applicants who submit an application based on an out-of-date Program Manual and/or related document.