



**Commonwealth Solar Hot Water Commercial Program
Frequently Asked Questions**

www.masscec.com/solarhotwater

January 19, 2012

General Program Questions

Do I need to hire a structural engineer to assess our roof?

Yes, for all roof-mounted projects MassCEC recommends that the project team hire a structural engineer to help them accurately assess roofing and structural considerations.

Does MassCEC pay the building owner or the consultant?

MassCEC may pay either the building owner or the consultant directly. MassCEC revised the Application (as of 8/16/11) so that the Applicant can choose the Payee. The Participant's Agreement has also been revised so that the consultant must sign the agreement.

Is an executed contract required with the application?

Yes. For the Pre-Design Studies, please fill out page 1 and 2, sign page 7, and send in a scanned copy of the Participant's Agreement with the application. MassCEC will then sign the Participant's Agreement and send a fully executed copy back to all signees at the time of award. For the Construction Grants, please sign the Terms and Conditions form and attach it electronically to the PowerClerk application in the designated space.

If my entity receives public funding, am I considered a public entity?

A Public Entity is defined as an instrumentality, authority, agency, department or political subdivision of the Commonwealth of Massachusetts, including municipalities.

Pre-Design Study Questions

Do we need to meter our hot water load as part of the Pre-Design Study?

Yes, MassCEC requires that all commercial projects meter their hot water usage at the pre-design stage in order to accurately size the solar thermal system to the hot water load. However, MassCEC will accept alternative documentation in place of metering, provided it accurately demonstrates hot water usage. For example, you can provide a bill that pertains only to the hot water load (or the load that you are targeting with the solar thermal system). If you elect this option, please explicitly state this in the application.



If we manage many buildings and would like to review most of them for the Pre-Design Study, would we have to apply for a grant for each building or group them?

MassCEC encourages applicants to assess as many potential solar thermal sites as possible in a single Pre-Design Study.

Is there a limit on how many Pre-Design Studies one consultant will be awarded?

Entities (Grantee or Consultant) will be capped at \$90,000 for at least the first six months of the program to prevent one consultant or grantee from using all of the Pre-Design Study funds. However, MassCEC reserves the right to remove the cap at any time.

Is there a limit on which building types will be awarded funds?

For at least the first six months of the program, neither of the two sectors (commercial or multi-family) may be awarded more than 50% of the Pre-Design Study budget.

Does my firm need to receive approval to be a consultant for projects in the Commonwealth Solar Hot Water Program?

MassCEC does not have an approved list of consulting firms. The consultant must demonstrate they have the experience and qualifications necessary to conduct the study to be awarded. MassCEC reserves the right to reject an application if the consultant has failed to meet the Pre-Design Study requirements in previously submitted studies.

Are the Pre-Design Study grants available to both new construction and existing buildings?

Yes. However, funding is only available for new systems; upgrades of existing systems are not eligible.

If in the process of conducting the pre-design study we discover that a building is not a feasible solar hot water application, should we continue with the study?

No. In the event that a fatal flaw is found, we prefer that a consultant cease work in order to make funds available for other viable projects. The consultant should stop further work, submit their findings, and issue a partial invoice related to the approved scope that has been completed.

How do we submit an invoice for a completed pre-design study?

Please see the Pre-Design Study Project Completion Instructions posted on the CW with the final draft of the pre-design study, please submit an invoice via email to solarhotwater@masscec.com. The invoice must show the total cost of the study, labor and direct costs, and the cost share if applicable (for non-public projects). Please break down labor costs by listing the names of persons who worked on the project, the amount of hours spent per person and respective rates. For direct costs, please submit copies of receipts as back up.

Additionally, please have the grantee to fill out and send a W-9 to finance@masscec.com.



Construction Grant Questions:

Do I need to submit a pre-design study with my commercial construction application?

Yes, all commercial construction applications must include a pre-design study that addresses all considerations outlined in Attachment 1 of the Pre-Design Study Participant's Agreement (posted at www.masscec.com/solarhotwater). However, the pre-design study does not need to be MassCEC-funded; the study can be conducted separately.

How will the commercial construction rebate be calculated?

The Commonwealth Solar Hot Water Commercial Construction rebate will be calculated in the same way as the Commonwealth Solar Hot Water Residential Rebate (based on the number of collectors and the SRCC thermal performance rating of the collectors). Private Commercial/Residential rebates = \$25 x [# of collectors] x [SRCC collector rating]. Public rebates = \$30 x [# of collectors] x [SRCC collector rating]. Commercial rebates will be capped at \$25,000 for non-public projects, and \$30,000 for public projects.

How do we submit an invoice for the construction rebate?

All construction invoices should be submitted through Powerclerk with the project completion documents. In addition, please have the grantee email a signed W-9 to finance@masscec.com.