



Commonwealth Solar II Photovoltaic Rebate Program

Program Manual

Solicitation No. 2010-CSII-Version 2.0

NOTICES:

- Rebates MUST be APPROVED prior to the solar installation!
- Solar photovoltaic installations require a licensed electrician.
- Commonwealth Solar II (except as defined in section 3.2) rebates are not available for “do-it-yourself” projects. This program is only available for installations completed by professional, licensed contractors.
- Commonwealth Solar II has gone paperless. All documents, including Applications, required backup documents, and Project Completion forms must be submitted electronically via email to cs@MassCEC.com.

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Attachments to this Program Manual are available as separate documents. Refer to Section 2.4 of this Program Manual for a complete list of Attachments.

1. Introduction

1.1 Commonwealth Solar II Rebate Program Overview

The Commonwealth Solar II Rebate Program provides rebates through a non-competitive application process for the installation of photovoltaic (PV) projects **by professional, licensed contractors** at residential, commercial, industrial, institutional and public facilities. The Host Customer (and project site) must be a customer of a Massachusetts electric distribution utility that collects the Renewable Energy Systems Benefit Charge from their customers and deposits those funds into the Massachusetts Clean Energy Center's (MassCEC) Renewable Energy Trust Fund. The rebates are based on the size and other characteristics of the PV project.

MassCEC's Renewable Energy Trust Fund has reserved funds from existing ratepayer funds to support the Commonwealth Solar II Rebate Program, which will provide rebate funding in a block structure for PV projects up to 10 kW (10,000 watts DC @ STC) in nameplate capacity. This Program Manual refers to the second such block of funds, consisting of \$1 million, which will last until the funds are expended or until the end of the second quarter in 2010, whichever is sooner. In addition, recipients of the Commonwealth Solar II rebate will also be eligible to earn Solar Renewable Energy Certificates ("SRECs") through participation in the newly launched RPS Solar Carve-Out, managed by the Department of Energy Resources (DOER). DOER has developed a price support mechanism for SRECs, referred to as the Solar Credit Clearinghouse, to facilitate solar project development and financing in the SREC market. As with RPS Class I RECs, SRECs will be traded on the New England Generation Information System (NE-GIS) platform. Additional details on SRECs and the RPS Solar Carve-Out are found on the DOER website at: www.mass.gov/doer

1.2 Purpose of Program Manual

The purpose of this Program Manual is to assist potential Customers and their installers throughout the entire process of receiving a rebate for a PV project from the Commonwealth Solar II Rebate Program. PV installations must be designed and installed by professionals experienced with solar photovoltaics. Installers are responsible for providing Customers with a turnkey service and installation, including responsibility for the Commonwealth Solar II Rebate Program application and rebate process, securing required permits, and the installation of the PV project. If you are interested in pursuing a PV project, one of the first steps to a successful project is to identify and work with an experienced, professional installer to assist you with all aspects of the process including the Commonwealth Solar II rebate application.

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 exclusively to commercial projects.

1.3 Who We Are

The Massachusetts Clean Energy Center

With the enactment of Chapter 158 of the Acts of 2009 of the Commonwealth of Massachusetts, responsibility for administration of the Renewable Energy Trust Fund has transferred from the Massachusetts Technology Center (MTC) to the Massachusetts Clean Energy Center (MassCEC.) The Green Jobs Act of 2008 created MassCEC to accelerate job growth and economic development in the state's clean energy industry. This new quasi-public agency serves as a clearinghouse and support center for the clean energy sector, by making direct investments in new and existing companies, providing assistance to enable companies to access capital and other vital resources for growth. Further, promoting training programs helps to build a strong clean energy workforce that capitalizes on the job opportunities created by a vital new industry. MassCEC is responsible for supporting renewable energy projects throughout the Commonwealth.

2. **Key Definitions**

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

2.1 Customer Related Terms

System Owner	An individual or entity that applies to MassCEC for a Commonwealth Solar II rebate. The System Owner is the owner of the PV project that is supported by the Commonwealth Solar II Rebate.
Host Customer	The Host Customer is the customer of the electric utility into which the PV system will be interconnected. This may or may not be the System Owner.
Host Customer Entity	A parent company or parent organization and all of its subsidiaries are considered a single Host Customer Entity. Public entities, at the sole discretion of the MassCEC, may be exempt from the definition of single Host Customer Entity.
Awarded System Owner	A System Owner that has received a Rebate Award but has not yet reached PV Project Completion.
Payee	Under the Commonwealth Solar II Rebate Program, the Payee is the designee to receive the rebate for a project that has achieved PV Project Completion. A System Owner may choose to have their rebate paid directly to the Primary Installer/Integrator or Third-Party Owner as defined below in Section 2.2. Payment is made for the work performed on the PV project and does not convey ownership rights to the installed system.

2.2 Installer Related Terms

Applicant	The Applicant is the PV system Primary Installer/Integrator individual or entity that prepares the Commonwealth Solar II Rebate Program application with the Host Customer (and System Owner, if different from the Host Customer) and submits it to MassCEC.
Primary Installer/Integrator	<p>The Primary Installer/Integrator is the primary entity responsible for the PV project installation for the System Owner. The Primary Installer/Integrator must be a professional contractor licensed to conduct business in Massachusetts and/or a Massachusetts licensed electrician. The Primary Installer/Integrator typically is 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. Homeowners or “do-it-yourselfers” are not eligible to be a Primary Installer/Integrator through Commonwealth Solar II unless they are a Massachusetts licensed electrician completing an installation on their own home.</p> <p>As discussed in section 3.2, Primary Installer/Integrators will be considered either Expedited or Non-Expedited, depending on their demonstrated proficiency applying for Commonwealth Solar rebates and successfully installing PV systems.</p>
Primary Installer/Integrator Entity	A parent company or parent organization and all of its subsidiaries are considered a single Primary Installer/Integrator Entity.
Third-Party Owner	For the purposes of the Commonwealth Solar II Rebate Program definitions, the

	<p>Primary Installer/Integrator could also be a Third-Party Owner that has a turnkey contract involving a power purchase agreement and other arrangements with the Host Customer or project host. In some cases, the Third-Party Owner may have a separate contract with another entity for the actual installation work. MassCEC staff reserve the right to make determinations regarding the application of installer entity caps, insurance requirements, and other Program requirements as regards to Third-Party Owners.</p>
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2.3 Other Related Terms

<p>RPS Solar Carve-Out</p>	<p>To sustain the long-term growth of the solar market in Massachusetts, and as provided for in the Green Communities Act (Section 32 of Chapter 169 of the Acts of 2008), the Massachusetts Department of Energy Resources (DOER) has developed a solar photovoltaic electricity carve-out as part of the MA Renewable Portfolio Standard (RPS).</p> <p>Renewable Energy Certificates (RECs) created from solar facilities will be designated as Solar Renewable Energy Certificates (SRECs). For each megawatt hour (1,000 kWh) that a solar PV system generates, one Solar Renewable Energy Certificate (SREC) will be created. Solar PV system owners, including those that receive rebates from the Commonwealth Solar Stimulus program or the Commonwealth Solar II program, can sell their SRECs, and electric load serving entities will use the SRECs to meet their RPS Solar Carve-Out obligations.</p> <p>DOER has developed a price support mechanism for SRECs, referred to as the Solar Credit Clearinghouse, to facilitate solar project development and financing in the SREC market. As with RPS Class I RECs, SRECs will be traded on the New England Generation Information System (NE-GIS) platform. Additional details on SRECs and the RPS Solar Carve-Out are found on the DOER website at: www.mass.gov/doer</p>
<p>Process Queue</p>	<p>MassCEC will process complete applications in the order received as detailed below for the purposes of allocating Commonwealth Solar II Rebate Program funding.</p> <p><u>Expedited Installer/Integrators:</u></p> <ul style="list-style-type: none"> • Expedited Installer/Integrators must submit their application in PowerClerk • Once submitted, PowerClerk will provide an automatically generated application ID number which will determine the order received. • After Expedited Primary Installer/Integrators submit an electronic application in PowerClerk, the signed application and backup documentation must be received by MassCEC electronically via an email to cs@MassCEC.com within 7 days of submitting the application in PowerClerk. The application email should include the subject line “CS II Block 2 Application for XXXXXX”. Note: only Word documents or PDFs will be accepted. If MassCEC does not receive the signed application and all required back-up documentation (as an email attachment to cs@MassCEC.com) within the allotted timeframe, the application will be deemed “incomplete” and rejected and removed from the processing queue. <p><u>Non-Expedited Installer/Integrators:</u></p> <ul style="list-style-type: none"> • Non-Expedited Primary Installer/Integrators must download an application

	<p>form from www.CommonwealthSolar.org</p> <ul style="list-style-type: none"> • Non-Expedited Primary Installer/Integrators must complete the application and send it as an attachment (only Word documents or PDFs will be accepted) in an email to cs@masscec.com. • The email submission will provide an electronic date and time received and will establish the order received for Non-Expedited applications. • After Non-Expedited Primary Installer/Integrators submit an application via email, the signed application and backup documentation must be received by MassCEC electronically via an email to cs@MassCEC.com within 7 days of submitting the application in PowerClerk. The application email should include the subject line "CS II Block 2 Application for XXXXXX". Note: only Word documents or PDFs will be accepted. If MassCEC does not receive the signed application and all required back-up documentation (as an email attachment to cs@MassCEC.com) within the allotted timeframe, the application will be deemed "incomplete" and rejected and removed from the processing queue.
<p>Complete Applications</p>	<p>MassCEC will process complete applications in the order received for the purposes of allocating Commonwealth Solar II Rebate Program funding.</p> <p>If submitted applications do not meet the requirements outlined in the application checklist, the application will be deemed "incomplete". Incomplete applications will be rejected and taken out of the processing queue.</p> <p>After Expedited Primary Installer/Integrators submit an electronic application in PowerClerk, or a Non-Expedited Installer submits an electronic copy of the paper application to cs@masscec.com, MassCEC must receive electronically a signed version of the application, including all backup documentation, within seven calendar days of the application's electronic submission. If MassCEC does not receive the signed application and required backup documentation via email within the allotted timeframe, the application will be deemed "incomplete" and rejected and removed from the processing queue.</p> <p>Any applications submitted by a Primary Installer/Integrator above and beyond their cap will be rejected and removed from the process queue. The projects submitted in excess of the Primary Installer/Integrator Cap will be eligible to reapply to the program once a new funding block is released.</p> <p>Complete Applications for Expedited and Non-Expedited* Installers must include all of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attachment A: Signed and completed Commonwealth Solar II Application. Please note that all parties must provide an original signature. An application will not be accepted if signatures are missing. <input type="checkbox"/> Attachment B: Signed Commonwealth Solar II Participant's Agreement. Please note that all parties must provide an original signature. <input type="checkbox"/> Copy of an electric bill for the project location. For new construction projects that do not yet have an electric bill, provide evidence that the site is owned or controlled by the PV Host Customer and/or their contractor, and that an application for electric service has been received by the local utility. The customer's Rate Code must be clearly displayed and the service address must match the site address on the application. <input type="checkbox"/> Site photographs – 7 minimum required: <ul style="list-style-type: none"> • 1 photo of the PV project location taken from the south looking northward toward the building or site. • 1 aerial image of the site from Microsoft Virtual Earth, Google Earth, or

	<p>similar source with the building or site clearly identified.</p> <ul style="list-style-type: none"> • 5 photos <i>clearly labeled indicating the direction that the camera is pointing</i> showing a 180 degree panoramic view starting east, through south, and ending west, that are taken from the PV project location. 180 degree view photographs with a superimposed sun path grid will also be accepted (e.g., Solar Path Finder, Solmetric SunEye™, etc.). <p><input type="checkbox"/> PV production estimate calculation details. This is mandatory for solar projects with any shading. If there is no shading on site, aerial photos must clearly indicate this. Instructions on providing production estimate calculations can be found in Attachment F. Please note that the application will require hardcopy production estimates, as shading analyses will no longer be accepted in PowerClerk.</p> <p><input type="checkbox"/> Certificate of insurance, if not already on file, for the Primary Installer/Integrator. Each certificate of insurance must comply with the insurance requirements outlined in the Minimum Insurance Requirements (Attachment C).</p> <p><input type="checkbox"/> Contract(s). Copy of a signed and dated contract between the Host Customer or System Owner and the Primary Installer/Integrator. In addition the executed Power Purchase Agreement (PPA) between the Third-Party Owner and the Host Customer (if applicable) that includes project size, equipment, timeline, PV project warranty terms, and total budget. The contracts must state that the PV project will comply with all Commonwealth Solar II requirements, including but not limited to MassCEC Minimum Insurance and Minimum Technical Requirements (see Attachments C and D). Contracts may be contingent upon a rebate award.</p> <p><input type="checkbox"/> Compliance with Massachusetts public bidding laws (Public Projects ONLY). Provide evidence of Host Customer's compliance with the Massachusetts public bidding laws, such as announcement of RFP or RFQ in the Central Register or a newspaper of general circulation local to the area of the project, or a publication of Notice of Intent to Award in the Central Register. If the project is not subject to public procurement due to size or contract value, evidence of the exemption must be provided to MassCEC in order to qualify.</p> <p>Applications Seeking Adders:</p> <table border="1" data-bbox="553 1079 1471 1360"> <tr> <td>MA Company Components:</td> <td>Must be indicated on the Technical and Cost worksheet, no additional documentation is required.</td> </tr> <tr> <td>Moderate Home Value:</td> <td>Attach a copy of the Applicant's most recent tax bill. Must provide documentation verifying the project site as the primary residence (i.e. copy of voter registration, driver license, etc.)</td> </tr> <tr> <td>Moderate Household Income:</td> <td>DO NOT submit personal Tax Documents to MassCEC! Attach letter of income eligibility from Spillane Consulting Associates. For more information: www.scapartnering.com/cec.php. Also, provide documentation verifying project site as primary residence (i.e. copy of voter registration, driver license, etc.)</td> </tr> </table> <p>*Complete applications for Non-Expedited Installers must also include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site plan showing location of critical PV components, array orientation, and all major foliage/structures/landmarks in the vicinity of the PV project that may impact its performance. It is recommended, but not required, that the site plan is to scale and identifies anything that may impact PV project performance. <input type="checkbox"/> Three-line electrical diagram showing the configuration of all PV-related equipment, current and potential circuits/ interconnects, and protection (e.g., disconnects)/ control schemes. The diagram should show the production meter, wiring configuration of modules, wire/conduit used, disconnecting means (with ratings), grounding means (both PV project and equipment grounds), and means of interconnection between the PV project and the building electrical system. For PV projects connected to a building through an existing service panel, the three-line diagram should indicate the rating of the service panel busbar and main breaker. This diagram likely will be required by the local utility for purposes of interconnection as well. 	MA Company Components:	Must be indicated on the Technical and Cost worksheet, no additional documentation is required.	Moderate Home Value:	Attach a copy of the Applicant's most recent tax bill. Must provide documentation verifying the project site as the primary residence (i.e. copy of voter registration, driver license, etc.)	Moderate Household Income:	DO NOT submit personal Tax Documents to MassCEC! Attach letter of income eligibility from Spillane Consulting Associates. For more information: www.scapartnering.com/cec.php . Also, provide documentation verifying project site as primary residence (i.e. copy of voter registration, driver license, etc.)
MA Company Components:	Must be indicated on the Technical and Cost worksheet, no additional documentation is required.						
Moderate Home Value:	Attach a copy of the Applicant's most recent tax bill. Must provide documentation verifying the project site as the primary residence (i.e. copy of voter registration, driver license, etc.)						
Moderate Household Income:	DO NOT submit personal Tax Documents to MassCEC! Attach letter of income eligibility from Spillane Consulting Associates. For more information: www.scapartnering.com/cec.php . Also, provide documentation verifying project site as primary residence (i.e. copy of voter registration, driver license, etc.)						
<p>Rebate Award</p>	<p>A commitment to provide the Payee with a cash rebate upon achieving PV Project Completion. A Rebate Award is the notification to the Host Customer, System</p>						

	Owner (if different from the Host Customer), and the Primary Installer/Integrator of a future rebate payment.
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 II Rebate Program requirements, including submission of all relevant back-up documentation to MassCEC. The required documentation includes: (i) signed project completion form, (ii) electric utility interconnection approval, (iii) paid invoices or equivalent, and (iv) after photos. Further, if applicable, (v) evidence that energy efficiency requirements have been fulfilled, and (vi) an executed PPA between the Host Customer and System Owner (only applicable to Third-Party Ownership projects that did not submit a signed PPA with the application).

2.4 Attachments

Application	Attachment A-1: Residential Application Attachment A-2: Commercial Application
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: Instructions Attachment F-2: PV Project Production Estimator

3. **Minimum Customer and Project Requirements**

3.1 Customer and Project Requirements

Eligible Host Customer	<p>The Host Customer must be the electricity end user and customer of record in an eligible electric provider territory which is a contributor to MassCEC's Renewable Energy Trust Fund. As of 4/9/10, the customers of the five Massachusetts investor-owned electric utilities, plus the customers of a few Municipal Lighting Plant communities met this requirement. The Green Communities Act of 2008 allows the municipally owned electric departments to voluntarily opt-in to the MassCEC's Renewable Energy Trust Fund. If additional communities served by municipally owned electric departments elect this option, their customers would also become eligible to participate in the Commonwealth Solar II Rebate Program.</p> <p>For information on Municipal Lighting Plant communities that have elected to join MassCEC's Renewable Energy Trust Fund and information on areas served by investor-owned electric distribution companies visit www.CommonwealthSolar.org</p> <p>Except as set forth below, the Host Customer must also be the System Owner of the PV project and consumer of the electricity generated by the proposed PV project.</p> <p>For PV projects attached to a building or structure, the Host Customer 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>
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	<p>There are three exceptions:</p> <ul style="list-style-type: none"> • For new construction or major renovation projects, the real estate developer can be the Customer whether they intend to own or sell the building or structure where the PV project will be located. • A building owner can be the System Owner of the PV project where a tenant (the Host Customer) is responsible for the electricity bill. • For PV projects involving a Third-Party Owner, the Host Customer does not need to be the owner of the PV project, but must still be the consumer of electricity generated by the project.
<p>State Employees and Special State Employees</p>	<p>State employees and special state employees (as defined by M.G.L. c. 268A) are not eligible for Commonwealth Solar II rebates unless they have received a determination of eligibility from the State Ethics Commission, which must be submitted with the rebate application. Individuals who provide services to a state agency or office are deemed to be special state employees of that agency or office.</p> <p>State employees or special state employees must satisfy one of the following criteria to be eligible for a rebate: (i) is not an employee or a special state employee of any of the state agencies or offices that administer or provide oversight to the Commonwealth Solar II Rebate Program including MassCEC, DOER, EEA, and the Governor's office, or (ii) is an employee or special state employee of any other state agency and has disclosed his/her participation in the Program to the State Ethics Commission, or (iii) is a state employee and the State Ethics Commission has determined that he/she is eligible to participate.</p>
<p>PV Project Location and Building Type</p>	<p>The PV project must be located in Massachusetts within the service territory of an eligible electric provider territory which is a contributor to MassCEC's Renewable Energy Trust Fund. The building or facility utilizing the power generated by the PV project must be grid-connected.</p> <p>There is one exception: Fixed off-grid PV applications that are permanently located on contiguous property of an eligible grid-connected Customer and facility are eligible for rebates of up to 10 kW (10,000 watts or less) (DC @ STC). All types of facilities and buildings are eligible.</p>
<p>Commercial Status</p>	<p>Any one of the following types of Host Customers qualify for commercial status and must submit a Commercial Rebate Application:</p> <ol style="list-style-type: none"> 1) Host Customer has a commercial electricity account and rate code. 2) Host Customer has a residential electricity account and rate code but provides evidence of commercial status. This would apply to residences in which the entire house was converted to a commercial business. Individuals that work from home, or who operate a home office which is served by the same electric billing meter will not, under any circumstances, be considered for this exception. If the building is served by a single meter/electric account and includes the Host Customer's residence it will not be accepted as a Commercial application except in the following cases: <ul style="list-style-type: none"> • Farms that file their state taxes under Chapter 61A as a working farm may qualify for commercial status. • Residential multi-family buildings with four or more residential units sharing the same utility electricity account may qualify for commercial status.

	<ul style="list-style-type: none"> • PV systems connecting to the common areas (stairwells, hallways, exterior lighting, clubhouses, etc.) of residential multi-family (4 or more units) buildings or complexes may qualify as commercial. • Hospitality facilities such as bed & breakfasts, rooming houses, hostels, or motels, as well as group homes, dormitories, and such housing facilities that are on residential rate codes may qualify as commercial if they can demonstrate that 50% or more of the electricity used by the facility serves guest or tenant occupied spaces or that more than 50% of the total floor area is used by guests or tenants. <p>MassCEC, at its sole discretion, will determine whether a Host Customer meets the Commercial status of category # 2.</p> <p>3) Residential Host Customers that will be leasing the solar PV system or purchasing electricity from a solar leasing agent, company, or Third-Party Owner may apply to the Commonwealth Solar II Program if the system is 10 kW (DC @ STC) or less. While these projects will be located at residential sites, the System Owners will be commercial entities, thus making these commercial projects.</p> <p>4) Residential property developers installing PV systems during the building construction phase of new single-family home construction developments (<u>more than one home</u>) or new multi-family or multi-unit residential construction projects may apply to the Commonwealth Solar II Program if the system is 10 kW (DC @ STC) or less. While these projects will be located at residential sites, the System Owners will be commercial entities, thus making these commercial projects. .</p> <p>Note: Home builders of a <u>single home</u> will use a Residential Application.</p>
<p>Residential Status</p>	<p>To qualify for residential status, the Host Customer must have a residential electricity account and the facility must have a residential end-use. In the cases of residential new construction projects of a single home, the rate code of the permanent meter, not the temporary construction meter, will determine eligibility status.</p> <p>Exceptions to residential status are:</p> <ul style="list-style-type: none"> • Residences that will lease the PV system or purchase electricity from a solar third-party agent or company as noted in the Commercial Status section above. • Residential property developers installing PV systems on new home construction developments (more than one home) or new multi-unit residential construction projects. <p>These exceptions will be designated commercial and should complete a Commercial Rebate Application.</p>
<p>Rebate Calculation</p>	<p>The rebate calculation is based on the size of the total PV system installation <u>per building</u>. The residential and commercial rebate calculations will be determined by the total system size on a single building regardless of the number of electric meters used. A ground mounted system will be considered an individual project. A separate application will need to be submitted for each individual project (i.e. each building and/or each ground mounted array).</p>
<p>Minimum Project Size</p>	<p>The minimum project size per application is 1 kW (DC @ STC). Eligible applications must be for projects that have a nameplate capacity of 10 kW (e.g. 10,000 watts DC @ STC) or less, however, the rebate incentive will be capped at 5,000 watts DC @ STC.</p>

Expansions	Recipients of a Commonwealth Solar II rebate are eligible to receive one rebate per project, with the total rebate value subject to the entity cap mentioned in section 4.6. No project expansions will be eligible under the Commonwealth Solar II program.
Previous MRET Grantees	<p>Recipients of previous Renewable Energy Trust funding for the installation of PV projects are ineligible for additional funding for these particular systems. In addition, these projects are not eligible to receive funding for a system add-on. Projects that have received CLEAN ENERGY CHOICE[®] funding are still eligible for Commonwealth Solar II funding.</p> <p>Recipients of previous Renewable Energy Trust funding for the installation of a PV project are eligible for funding under the Commonwealth Solar II Rebate Program for a new, separate PV project.</p> <p>If there are questions regarding eligibility, check with MassCEC to determine if a project is eligible to apply for funding through Commonwealth Solar II and, if so, at what level.</p>
Behind the Meter Requirement	The PV project must be a “behind-the-meter” project. In other words, the interconnection of the PV system must be on the Host Customer’s side of the utility billing meter. Projects are eligible to net meter in accordance with the Massachusetts net metering regulations outlined in 220 CMR 18.00

3.2 Installer Requirements

Turnkey Contract Between System Owner and their Primary Installer/Integrator	<p>Primary Installer/Integrators are required to provide System Owners with a Turnkey Contract. In order to qualify as an acceptable Turnkey Contract it must identify a project manager, and must 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 laws, local laws, and Commonwealth Solar II Rebate Program requirements, including without limitation the Minimum Insurance Requirements (Attachment C) and Minimum Technical Requirements (Attachment D). The Turnkey Contract shall include a budget that identifies key project components and a timeline (with a corresponding payment schedule) for installation of the PV project. Turnkey service must include responsibility for the Commonwealth Solar II application and rebate process including submittal of project completion documentation, securing required permits and engineering stamps, the installation of the PV project, scheduling and participation in all required inspections, and providing warranty services as required.</p> <p>The only situation in which a turnkey contract does not need to be submitted is if the Primary Installer/Integrator is the same legal entity as the System Owner. For all other scenarios, including if the Primary Installer/Integrator and the System Owner are separate legal entities (regardless of whether they are subsidiaries of the same parent company), a Turnkey installation contract must be included in the application documentation.</p>
Third-Party Ownership Projects	For a Third-Party Ownership project, documentation must be included with the application that illustrates a contractual relationship between the Host Customer and the Third-Party Owner (the System Owner). All Primary Installers/Integrators that submit an application for a Third-Party Ownership project must either submit with the application a copy of the signed Power Purchase Agreement (PPA) or a signed Memorandum of Understanding (MOU)

	<p>indicating that a PPA is forthcoming. If an MOU is submitted with the application, a signed PPA must then be submitted within 90 days of the date of rebate award. MassCEC will not issue an Award Packet until a PPA between the Host Customer and the Third-Party Owner has been submitted. If a signed PPA is not received by MassCEC within the allocated timeframe, MassCEC shall rescind the rebate award.</p>
<p>Non-Expedited Installers / Integrators: “Crawl Before You Walk Policy”</p>	<p>First Application:</p> <p>For purposes of all Commonwealth Solar Rebate Programs, first-time Primary Installers/Integrators to the program are subject to MassCEC’s “Crawl Before You Walk Policy” and are considered Non-Expedited Primary Installers/Integrators. All first-time Primary Installers/Integrators are only eligible to initially submit one rebate application, which is available on the Commonwealth Solar II website. First-time Primary Installer/Integrators must download the application from the website, complete it, and send it as an attachment (only Word documents or PDFs will be accepted) in an email to cs@masscec.com. After the application is submitted via email, MassCEC must receive electronically a signed version of the application and all backup documentation, emailed to cs@masscec.com, within seven calendar days of the application’s initial electronic submission. Any subsequent applications received prior to completing the “Crawl Before You Walk Policy” will be rejected and removed from the Process Queue. The applications from first-time Primary Installers/Integrators who are subject to the “Crawl Before You Walk Policy” must include a three-line electrical diagram and a site plan, in addition to all of the standard technical requirements of the program. MassCEC and/or our consultants may require additional technical details regarding compliance with the NEC and our Minimum Technical Requirements prior to approving the submitted designs.</p> <p>After application review and approval, the project may be completed. Upon project completion, the site must pass an inspection by a MassCEC-designated auditor before the Primary Installer/Integrator may submit subsequent applications. In addition, the rebate payment will be processed once the project passes the inspection. Additionally, installations are also subject to inspections at MassCEC’s discretion. All new Primary Installers/Integrators will undergo at least two independent inspections under this policy. Note that all installations from any Primary Installer/Integrator are subject to random inspections at any time for any reason at MassCEC’s discretion.</p> <p>Second Application:</p> <p>Non-Expedited Primary Installers/Integrators can submit a second application only after their first project has been successfully completed and payment of the rebate has been processed. Second applications must be downloaded from the website, completed, and sent as an attachment (only Word documents or PDFs will be accepted) in an email to cs@masscec.com. After the application is submitted via email, MassCEC must receive electronically a signed version of the application and all backup documentation, emailed to cs@masscec.com, within seven calendar days of the application’s initial electronic submission. The signed application must include a three-line electrical diagram and a site plan, in addition to all of the standard technical requirements of the program. MassCEC and/or our consultants may require additional technical details regarding compliance with the NEC and our Minimum Technical Requirements prior to approving the submitted designs.</p> <p>After application review and approval, the project may be completed. Upon</p>

	<p>project completion, the site must pass an inspection by a MassCEC-designated auditor before the Primary Installer/Integrator may submit subsequent applications; however, processing of the rebate payment will not be contingent on passing the subsequent inspection.</p> <p>Once a Non-Expedited Primary Installer/Integrator has been successfully approved for their second project, they will be invited to participate in the program as an Expedited Primary Installer/Integrator and will be required to submit future applications via PowerClerk.</p> <p>Of the funding available during this block, 90% is available for Expedited Primary Installers/Integrators. The remaining 10% of funding is available for Non-Expedited Primary Installers/Integrators, subject to the provisions of Section 4.2.</p> <p>MassCEC, at its sole discretion, may grant a waiver to the “Crawl Before You Walk Policy” for Primary Installers/Integrators that can demonstrate that they have successfully installed at least 10 PV projects in another state with similar requirements and standards as the Commonwealth Solar II Rebate Program requirements. If the Primary Installer/Integrator has a NABCEP Certified project manager or supervisor assigned to and working at the project, this may be acceptable for a waiver. Another optional compliance method for commercial applicants is submittal of a full commissioning plan that includes an independent third-party commissioning agent.</p>
<p>Expedited Primary Installers/Integrators</p>	<p>PV installers and integrators that have demonstrated an ability to successfully complete the “Crawl Before You Walk Policy” have been invited to participate in the program as an Expedited Primary Installer/Integrator. Expedited Primary Installer/Integrators will be granted password access to the PowerClerk on-line rebate application system, which will allow faster processing of applications and rebate payments at project completion. The PowerClerk on-line rebate application system is for use only in the Commonwealth Solar Stimulus Rebate Program and Commonwealth Solar II Rebate Program. PowerClerk will manage the intake process for Expedited Primary Installers/Integrators, as electronically submitted applications are given a unique numerical identification code upon submission. Of the block funding available, 90% is available for Expedited Primary Installers/Integrators. The remaining 10% of funding is available for Non-Expedited Primary Installers/Integrators, subject to the provisions of Section 4.2.</p> <p>Invitation to be an Expedited Primary Installer/Integrator is solely at the discretion of MassCEC staff and will be based upon a demonstrated ability to complete accurate and high quality applications and successfully complete PV projects.</p> <p>To maintain the Expedited Primary Installer/Integrator status, firms will be expected to maintain high quality and accuracy in the applications, and to abide by all of the code and program standards required by the Commonwealth Solar II Rebate Program, including the Minimum Insurance Requirements and the Minimum Technical Requirements.</p> <p>The following conditions apply regarding the use of the PowerClerk system in order to maintain status as an Expedited Primary Installer/Integrator:</p> <ol style="list-style-type: none"> a. PowerClerk will only be used to enter application data for projects with signed customer contracts. PowerClerk will not be used as a tracking database by Primary Installer/Integrator for sales leads or marketing purposes. b. Primary Installer/Integrator will only submit complete and accurate applications and project completion packages to MassCEC.

	<p>c. <u>Within 7 calendar days after submitting an online application, all required backup documentation associated with the application must be received by MassCEC via email at cs@MassCEC. If complete backup documentation is not received within the allotted timeframe, the application will be denied in PowerClerk and removed from the Process Queue. Notification will be sent to the System Owner that the application has been denied and there will not be an opportunity to cure. The System Owner is welcome to reapply to any open blocks of the Commonwealth Solar II Rebate Program, subject to the current terms and rebate levels. Applicants failing to submit complete and timely backup documentation assume the risk that rebates will not be available or be available only on different terms and/or at different levels.</u></p> <p>d. Expedited Primary Installer/Integrators will maintain paper records of all application materials on file, and upon request by MassCEC will make copies available.</p> <p>e. Primary Installer/Integrator will comply with all laws, codes, and regulations pertaining to PV installations in Massachusetts and with the Commonwealth Solar II Minimum Technical Requirements, and Minimum Insurance Requirements.</p> <p>Status as an Expedited Primary Installer/Integrator does not constitute an endorsement by MassCEC nor does it imply that the installer or integrator is pre-approved by MassCEC. Similarly, the individual applications will only become approved upon written or electronically communicated confirmation from MassCEC.</p>
<p>Minimum Insurance Requirements</p>	<p>All Installers must comply with the Minimum Insurance Requirements in Attachment C.</p>
<p>North American Board of Certified Energy Practitioners Certification</p>	<p>It is recommended, but not required, that Primary Installer/Integrators 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/</p> <p>Please note that NABCEP certification does <u>not</u> replace the requirement that Installers utilize licensed electricians and apprentices to perform the electrical work on approved PV projects.</p>
<p>Cap on Outstanding Awards For Each Installer Entity (Installer Cap)</p>	<p>The Commonwealth Solar II Rebate Program has an “installer cap” per block for each Primary Installer/Integrator Entity (as defined in Section 2.2 – includes Third-Party Owner entities) and therefore will not process new applications resulting in an Primary Installer/Integrator or Third-Party Owner Entity’s involvement in more than \$250,000 of the funds available per block. Accordingly, applications submitted in excess of a Primary Installer/Integrator’s cap will be rejected and removed from the Process queue. If a Primary Installer/Integrator submits applications in excess of their Installer/Integrator Entity cap for a specific funding block, these projects will be rejected and removed from the Process Queue. Accordingly, while these applications will be ineligible for funding during the current block, they will be eligible to re-apply during a subsequent funding block.</p> <p>For projects without a Third-Party Owner, the calculation of the cap is applied to the Primary Installer/Integrator Entity.</p> <p>For projects with a Third-Party Owner that is the same as the Primary</p>

	<p>Installer/Integrator, the calculation of the cap is applied to the Primary Installer/Integrator Entity.</p> <p>For projects with a Third-Party Owner that is different than the Primary Installer/Integrator, the calculation of the cap is applied to the Third-Party Owner entity, but not to the Primary Installer/Integrator entity.</p> <p>MassCEC, at its sole discretion, will determine the applicability of the cap to a Primary Installer/Integrator Entity and/or Third-Party Owner Entity in the event that the cap is reached. MassCEC recommends that a Primary Installers/Integrator maintain an internal accounting of their individual cap to avoid filing ineligible applications.</p>
One-Time Turnkey Contract and Insurance Exemption for Licensed Electricians	<p>Massachusetts licensed electricians may complete an installation on their own home and may request a One-Time Contract and Insurance Exemption for such an installation. To qualify for the One-Time Contract and Insurance Exemption for Licensed Electrician Home Installations, an electrician must be the Applicant/Primary Installer/Integrator and meet the minimum requirements in Attachment E.</p>
Existing MassCEC Service Providers	<p>Entities providing services directly to MassCEC through a Master Services Agreement and associated Work Orders with MassCEC are not eligible to receive funding under the Commonwealth Solar II Rebate Program either as a Host Customer, System Owner, or as a Primary Installer/Integrator.</p>

3.3 Technical and Installation Requirements

Minimum Technical Requirements	<p>All installations must comply with the Minimum Technical Requirements in Attachment D. These requirements include but are not limited to the following:</p> <ul style="list-style-type: none"> • PV project electrical work must be performed by Massachusetts licensed electrical professionals. • All installations must be done in compliance with local, state, and federal laws and codes.
Eligible PV and Related Equipment	<p>All installations must use solar photovoltaic technology, which is defined as cells or solar photovoltaic arrays that directly 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: Fixed off-grid PV applications that are permanently located on contiguous property of an eligible grid-connected customer and facility are eligible for rebates of up to 10 kW (10,000 watts or less) (DC @ STC). All types of facilities and buildings are eligible.</p> <p>Portable or temporary systems are not eligible for Commonwealth Solar II rebates.</p>
Project Timeframe	<p>In order to qualify for payment, applications must be approved by MassCEC, in writing, prior to installation. Rebate funds may not be used to reimburse or write down costs incurred prior to System Owner's receipt of a confirmation of their Rebate Award.</p> <p>All projects must be completed within six months of the Rebate Award date. PV projects that do not achieve Project Completion within six months will result in</p>

	<p>automatic rescission of the award, unless an extension is requested by the System Owner in writing, and approved by MassCEC.</p> <p>MassCEC has sole discretion on the determination of which projects may be granted such extensions. It is the general policy of MassCEC to not grant extensions unless there are extenuating circumstances.</p>
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3.4 Energy Efficiency Requirements

<p>Minimum Energy Efficiency Requirement</p>	<p>Energy Efficiency Exception for New or Recent Construction:</p> <p>Compliance with the current energy codes in Massachusetts will allow an exception to the energy audit requirements noted in the sections below.</p> <p>On October 6, 2008, in compliance with An Act Relative to Green Communities passed in July 2008, the 7th Edition of the Massachusetts State Building Code <i>Energy Conservation Requirements</i> was rewritten to default to the International Code Council (ICC) International Energy Conservation Code.</p> <p>Residential one and two family detached buildings that can demonstrate that they have been constructed based upon a building permit issued after October 6, 2008, are exempted from the minimum energy efficiency requirements noted below. However, partial renovations or additions do not qualify for this exception.</p> <p>Commercial structures, including attached residential buildings of three or more dwelling units, that can demonstrate that they have been constructed based upon a building permit issued after March 1, 2009, also are exempted from the minimum energy efficiency requirements noted below.</p> <p>MassCEC, 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 Host Customer.</p> <p><u>Residential:</u> Prior to receiving the rebate payment from MassCEC, rebate Host Customers must complete one of the following items.</p> <ol style="list-style-type: none"> 1. Have an energy audit performed on all structures on their property. An energy audit can be conducted by a utility or Cape Light Compact efficiency program, certified energy manager (CEM), professional engineer (PE), or an experienced energy services professional, 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), professional engineer (PE), or an experienced energy services professional. <p>Supporting documentation for either of the above must be provided to MassCEC.</p> <p>Residential Leasing or Residential Third-Party Ownership projects that apply via the Commercial application are required to follow the Residential Energy Efficiency Requirements. MassCEC <u>strongly recommends</u>, but does not require, that residential Host Customers perform any feasible measures recommended by such audits, as energy efficiency is generally the most cost-effective energy solution.</p> <p><u>Commercial:</u> Prior to receiving payment from MassCEC, Host Customers applying for a rebate must complete the following two energy efficiency</p>
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	<p>requirements:</p> <ol style="list-style-type: none"> 1. Either: a) have an energy audit performed on all structures on the property that will be served by the PV system, or b) 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). 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, Host Customers 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 <p>MassCEC strongly recommends, but does not require, that commercial Host Customers perform any feasible measures recommended by such energy audits, as energy efficiency is generally the most cost-effective energy solution.</p>
<p>Energy Efficiency Resources</p>	<p>For more information on energy efficiency audits and programs, customers should visit their investor-owned utility’s website, or MassSAVE:</p> <ul style="list-style-type: none"> • MassSAVE (for residential customers): http://www.masssave.com/ • Cape Light Compact: http://www.capelightcompact.org/doc.ccm1?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 • Municipal Lighting Plants (if applicable): www.dsireusa.org/incentives/index.cfm?re=1&ee=1&spv=0&st=0&srp=1&state=MA

3.5 Other Requirements (Public Project Only)

<p>Public Procurement Compliance (MA public entities only)</p>	<p>Massachusetts public entities seeking a Commonwealth Solar II rebate must demonstrate compliance with Massachusetts Public Procurement Law. For more information: http://www.mass.gov/ig/ . Public entities must provide evidence of compliance with the bidding laws at the time of application. If the project is not subject to public procurement due to size or contract value, evidence of the exemption must be provided to MassCEC in order to qualify.</p>
<p>Prevailing Wage for Public Projects</p>	<p>In the cases of PV projects on public buildings, prevailing wages are required by Massachusetts law regardless of the size of the rebate award. For public projects, the Customer is responsible for submitting the proper documentation to the Division of Occupational Safety of the Massachusetts Department of Labor.</p>

	For more information: http://www.mass.gov/dos/pw/index.htm
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4. Available Funding And Rebate Levels

4.1 Total Funding and Reservations

The second block of the Commonwealth Solar II Rebate Program is **\$1 million**, which is to be expended on a “first come, first served” basis. The rate of expenditures within a block is dependent upon market activity, but Block 2 will last no longer than three months. Only complete applications will be accepted into the process queue. For specific details, see section 2.3.

4. The source of the Commonwealth Solar II funding is the Massachusetts Renewable Energy Trust Fund.
5. Of the total \$1 million available in the first block, 90% of the available funds will be set-aside for Expedited Primary Installers/Integrators and 10% will be set-aside for Non-Expedited Primary Installers/Integrators, subject to the provisions of Section 4.2.

4.2 Rebate Level Adjustment Strategy

The total funding within the second block is \$1 million. The strategy is to have the second block last approximately three months (one quarter). The rate of funding expenditures will be subject to market demand and application rates.

If the 90% of available funds for Expedited Primary Installers/Integrators is expended significantly faster than the 10% of available funds for Non-Expedited Primary Installers/Integrators, MassCEC will close the first block and roll the remaining Non-Expedited Primary Installer/Integrator funds into the next funding block. MassCEC reserves the right to adjust the amount of funds allocated to each installer category at any time.

MassCEC, in consultation with other stakeholders, may make program adjustments at any time to: 1) either slow or accelerate spending, and 2) to 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 throughout the block term. MassCEC reserves the right to make adjustments to the rebate levels or program rules affecting rebates at any time, including before the completion of a block of funding.

4.3 Rebate Calculator

To assist in determining a potential rebate for a PV project, MassCEC recommends using the Rebate Calculator that is available on our website. There is also a Rebate Worksheet embedded within the application form, (Attachment A). The Rebate Calculator does not take into consideration the potential value of SRECs.

4.4 Rebate Taxability

Rebates may be considered taxable income to the System Owner by the U.S. Internal Revenue Service and the Massachusetts Department of Revenue. System Owners are strongly encouraged to consult with a tax professional to determine the federal and/or state tax implications of receipt of the Rebate. The System Owner is responsible for any federal or state tax liability incurred as a result of the Rebate. Please note: A rebate tax liability may exist for the System Owner regardless of whether the payment is made directly to the System Owner or to another party for the benefit of the System Owner.

The following section is exclusively for residential projects. If your PV project is commercial, proceed directly to Section 4.6.

4.5 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 @ STC) per residence or residential dwelling unit, even if the PV system is larger than 5 kW (there is no maximum residential system size that effects eligibility), or
- A maximum rebate amount of \$10,500 per residence or residential dwelling unit.

The current Residential rebate levels are:

Residential Rebates (\$ per watt (DC @ STC))	
All Residential PV Projects	
Base Incentive	\$ 1.00
PLUS: Additions to Base	
Massachusetts Company Components Adder	\$ 0.10
Moderate Home Value Adder OR Moderate Income Adder ≤ 120% of MA median income	\$ 1.00

Rebate Adder	Requirements								
Massachusetts Company Components	<p>To qualify for this adder, the System Owner must provide evidence that the PV modules, the inverter(s), or another significant component which is important to the electricity production of the project is manufactured by a company with a significant Massachusetts presence as determined at the sole discretion of MassCEC. Current companies and products on this list are:</p> <ul style="list-style-type: none"> • Evergreen Solar: modules • Schott Solar: modules * • Satcon: inverters • Solectria Renewables: inverters • Beacon Power: inverters • Panel Claw: mounting systems <p>* NOTE: effective July 1, 2009 only the Schott Solar ASE 300 series modules manufactured in Billerica, MA are eligible for the MA Adder.</p>								
Moderate Home Value	<p>To qualify, the PV System Owner must be the owner and resident of the home, and the assessed home value (land and building) of the owner’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								

	<p>This adder is a one time award per System Owner, is limited to a project on the System Owner's primary residence, and is only applied to the first 5 kW per household.</p> <p>Note that at the sole discretion of MassCEC, the home value limits are subject to periodic change.</p>								
<p>Moderate Income</p>	<p>System Owners can qualify for either the Moderate Home Value Adder or the Moderate Income Adder. A System Owner can qualify for the Moderate Income Adder based on their individual income (for single person households) or based on their Domestic Unit Income (for households of two or more individuals).</p> <p>Individual income (for single person households) is the gross income (as defined by the IRS) received in the most recent calendar year for which an IRS filing is available by an individual. (Must be either the 2008 or 2009 IRS filing, whichever is the most recent available.)</p> <table border="1" data-bbox="435 905 1328 1020"> <thead> <tr> <th>Individual Income Criteria</th> <th>Rebate Adder</th> </tr> </thead> <tbody> <tr> <td>≤ \$75,810 (120% of median household income*)</td> <td>\$1.00 per watt</td> </tr> </tbody> </table> <p>Domestic Unit income (for households of two or more individuals) 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. (Must be either the 2008 or 2009 IRS filing, whichever is the most recent available.) The gross income of full-time students aged 18-25 who are members of the household are exempt from this calculation.</p> <table border="1" data-bbox="435 1262 1328 1377"> <thead> <tr> <th>Domestic Unit Income Criteria</th> <th>Rebate Adder</th> </tr> </thead> <tbody> <tr> <td>≤ \$95,420 (120% of median family income*)</td> <td>\$1.00 per watt</td> </tr> </tbody> </table> <p>*Median family and median household income adjusted for inflation for 2008 and taken from US Census Bureau 2007 American Community Survey.</p> <p>The above income levels apply to applications received in 2010 and may be subject to future change. To qualify, the System Owner must consent to make household income data available to an independent third party to verify eligibility. To apply go to: www.scapartnering.com/cec.php</p> <p>The Moderate Income Adder is a one time award per System Owner, is limited to a project on the System Owner's primary residence, and is only applied to the first 5 kW per household.</p>	Individual Income Criteria	Rebate Adder	≤ \$75,810 (120% of median household income*)	\$1.00 per watt	Domestic Unit Income Criteria	Rebate Adder	≤ \$95,420 (120% of median family income*)	\$1.00 per watt
Individual Income Criteria	Rebate Adder								
≤ \$75,810 (120% of median household income*)	\$1.00 per watt								
Domestic Unit Income Criteria	Rebate Adder								
≤ \$95,420 (120% of median family income*)	\$1.00 per watt								

4.6 Commercial Rebates – For Commercial Projects Only

Rebates for a commercial project will be capped at the lesser of:

- 100% of total installed costs
- A rebate based on a maximum system size of 5 kW (5,000 watts DC @ STC) for systems up to 10 kW (DC @ STC)
- Residential end-use facilities which use the Commercial application and rebate matrix (e.g. residential solar leasing projects) are capped at a maximum size of a 5 kW (5,000 watts DC @ STC) for systems up to 10 kW (DC @ STC). This applies to residential third-party ownership or leasing arrangements, and/or to new construction developments of more than one unit of residential homes, apartments, or condominiums. These projects are considered commercial. In addition, a single Host Customer Entity can be awarded no more than \$250,000 in total Commonwealth Solar II rebates per block.

The current rebate levels are:

Commercial Rebates for Incremental Capacity (\$ per watt (dc))	
Base Incentive	\$1.00
PLUS: Additions to Base	
Massachusetts Company Components Adder	\$0.10

Rebate Adder	Requirements
Massachusetts Company Components	<p>To qualify for this adder, the System Owner 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 MassCEC. Current companies and products on the approved list are:</p> <ul style="list-style-type: none"> • Evergreen Solar: modules • Schott Solar*: modules • Satcon: inverters • Solectria Renewables: inverters • Beacon Power: inverters • PanelClaw: mounting systems <p>* NOTE: effective July 1, 2009, only the Schott Solar ASE 300 series modules manufactured in Billerica, MA are eligible for the MA adder.</p>

5. **Application and Payment Process**

The rebate application and payment process involves the following steps:

- First Steps:
 - Research PV and Determine Eligibility for Rebates
 - Explore Energy Efficiency Opportunities
 - Evaluate Your Site(s) Solar Potential
 - Review Economics Including Available Rebates and Other Incentives
- In the case of public projects, complete a public RFP or RFQ process.
- Select a PV Installer and/or PV Project Integrator.
- Prepare and Submit Application.
- MassCEC Review and Approval of Application

- Receive Award Packet
- Installation and Interconnection
- Submit Project Completion Form
- Payment Process
- Production Reporting
- Public Education and Program Evaluation Support

These steps and related responsibilities for entities involved in Commonwealth Solar II rebate transactions are discussed below. This section provides a detailed description of each of the eleven steps listed above. For more information please visit www.CommonwealthSolar.org. The following chart illustrates the process once a prospective System Owner is ready to submit an application.

The application must be approved, in writing, by MassCEC prior to beginning the PV installation. MassCEC reserves the right to deny rebate applications for projects installed without pre-approval.

5.1 First Steps

Prior to contacting an Installer, prospective System Owners should:

1. **Determine Eligibility.** Commonwealth Solar II rebates are only available to Massachusetts electricity customers who pay into MassCEC's Renewable Energy Trust Fund. This includes all customers served by Massachusetts investor-owned electric utilities, and includes some customers of Municipal Lighting Plants that opt-in to MassCEC's Renewable Energy Trust Fund.
2. **Determine PV Compatibility with the Site.** Prior to contacting a Primary Installer/Integrator, prospective customers should assess whether a PV project is likely to be compatible with their home or building. For example, successful PV projects require access to direct sunlight without any significant shade throughout the day. To find more resources that will help prospective customers to better understand the characteristics of good sites for a PV project, please visit www.CommonwealthSolar.org.
3. **Estimate Rebate.** The Commonwealth Solar II rebate will cover only part of a project's costs. Prospective System Owners can use the rebate calculator available on the Commonwealth Solar II website to develop a preliminary estimate of the rebate
4. **Select a PV Primary Installer/Integrator.** Prospective System Owners are responsible for selecting a PV Primary Installer/Integrator. In the case of public entities, this requires a public bidding process as required by Massachusetts procurement laws. Installers and integrators can help prospective System Owners with a more detailed site and financial assessment. In addition, they will be responsible for providing rebate customers with a turnkey service and contract. Prospective customers should perform their own due diligence with regard to the experience and qualifications of a potential Primary Installer/Integrator and its team, and make sure that it meets all Commonwealth Solar II Rebate Program requirements, including minimum insurance requirements. To find lists of potential Installers that are maintained by independent parties, please visit our website

5.2 Prepare and Submit Application

The Primary Installer/Integrator will prepare the rebate application on behalf of the System Owner. This may be a paper application (downloadable from www.CommonwealthSolar.org), or in the case of Expedited Primary Installer/Integrators, this will be an online PowerClerk application. The System Owner will need to assist the Primary Installer/Integrator by providing support materials, such as an electric bill, evidence of participation in energy efficiency programs, and reviewing and approving the application package by signing the application and relevant contracts. All signatures in the application package *must* be originals. Electronic signatures (e.g., electronic images, stamped 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.

- Non-Expedited Primary Installers/Integrators must download the application from the website, complete it, and email it as an attachment (only Word documents or PDFs will be accepted) to cs@masscec.com. After the application is submitted via email, MassCEC must receive electronically a signed version of the application, including all required backup documentation, within seven calendar days of the application's initial electronic submission. Signed applications, including required backup documentation, must be emailed to cs@MassCEC.com with the subject line "CS II Block 2 Application for XXXXXX".
- Expedited Primary Installers/Integrators must first submit a single electronic copy of the application in PowerClerk. After the application is submitted via PowerClerk, MassCEC must receive electronically a signed version of the application, including all required backup documentation, within seven calendar days of the application's initial electronic submission. Signed applications, including required backup documentation, must be emailed to cs@MassCEC.com with the subject line "CS II Block 2 Application for XXXXXX". Details of the Expedited Primary Installer/Integrator application process are detailed in the Commonwealth Solar PowerClerk Users Guide.

It is the sole responsibility of the Primary Installer/Integrator and System Owner to ensure that the application is complete and is properly submitted. Copies of all application materials and support documents must be kept on file by the Primary Installer/Integrator, but only certain documents should be submitted to MassCEC at the time of application or upon request.

The Host Customer may choose to have their rebate payment paid directly to the Primary Installer/Integrator or Third-Party Owner. This must be designated during the rebate application process. Only Primary Installer/Integrators or Third-Party Owners that have completed the "Crawl Before You Walk" process described in section 3.2, are eligible to receive direct rebate payments from MassCEC.

Applications and/or any required back-up materials must be submitted electronically to:

cs@MassCEC.com

Please use the subject line: CS II Block 2 Application for XXXXX

The application form and instructions (Attachments A -F) are available at: www.CommonwealthSolar.org

5.3 MassCEC Review and Approval of Application

Once MassCEC receives a Commonwealth Solar II signed application with required back-up documentation, Commonwealth Solar staff will review each application for original signatures, completeness and accuracy. Funding is available on a first come, first served basis to complete applications, subject to the applicable installer caps on total awards.

- 1. Incomplete, Inaccurate, or Ineligible Applications.** Applications that are either incomplete, inaccurate, or reflect ineligible projects or Host Customers will be rejected and removed from the Process Queue for approval. MassCEC staff will strive to notify within 30 days of receipt of an incomplete, ineligible, or inaccurate application, the System Owner and Installer. Incomplete applications will not be placed into the process queue and the funding block may close before an applicant has a chance to resubmit a completed application. Submittal of complete documentation for each application and compliance with all program deadlines is the sole responsibility of the applicants. Incomplete, inaccurate, or ineligible applications will not be returned. **The submission of incomplete applications will result in significant delays and could result in no rebate award during the current funding block.**
- 2. Cap-Exceeded Applications.** MassCEC expects each Primary Installer/Integrator to maintain their own accounting of their application status relative to the caps described in this manual. Applications that result in an Installer/Integrator Entity exceeding any of the caps will not be accepted or added to the Process Queue. MassCEC staff will strive to notify within 30 days of receipt of a Cap-Exceeded Application, the System Owner and Installer that the application exceeded the cap and

will not be processed. MassCEC staff will not carry Cap-Exceeded Applications over to the next funding block; these applications will have to be resubmitted by the Installer/Integrator Entity for subsequent program funding blocks, if available.

3. **Complete Applications.** System Owners and their Primary Installer/Integrators that submit complete and accurate applications and receive a Rebate Award will be notified by email. MassCEC strives to notify System Owners of their Rebate Award within 30 days of receipt of their applications. However, delays may occur during periods of high demand and/or during vacation and holiday periods.
4. **Complete Applications, but Available Funding Exceeded.** If submission of a complete application results in the currently available funding for the program block to be exceeded, MassCEC will reject the application and notify the System Owner via email. MassCEC will not carry applications and the Process Queue forward to the next funding block; these applications will have to be resubmitted by the Primary Installer/Integrator for subsequent program funding blocks, if available. MassCEC, at its sole discretion, may offer the System Owner an opportunity to accept any changes to program rebate levels or other rules and maintain its Process Queue position.

MassCEC reserves the right to inspect PV project sites and/or request additional technical information prior to approving or denying applications. MassCEC reserves the right to reject any applications that involve Primary Installers/Integrators that have violated Minimum Insurance Requirements (Attachment C), Minimum Technical Requirements (Attachment D), or project timeframe requirements.

5.4 Receive Award Packet

Once the award has been approved, MassCEC sends each Awarded System Owner a packet which includes:

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

The award packet contains the Project Completion Form that must be submitted to receive the rebate payment once the installation is complete. Awarded System Owners should keep this form in a safe place during the installation process.

5.5 Installation and Interconnection

Once all parties have received their award notification, the Primary Installer/Integrator can proceed with the installation and interconnection. The PV installation must comply with the Minimum Technical Requirements (Attachment D).

5.6 Submit Project Completion Form

Once the project has been installed and interconnected, the Primary Installer/Integrator will work with the System Owner to submit the Project Completion Form, Change Request Form (if applicable), and back-up documentation so that the Payee can receive the rebate payment. Back-up documentation includes:

- Interconnection approval from the local utility (e.g., authorization to interconnect system to the grid)
- Utility Certificate of Completion (signed by local inspector or attach signed electrical permit)
- Photos of Installation
- Copies of invoices and payments (should indicate equipment changes if applicable)
- Energy Efficiency Requirement (Energy audit or building permit and for Commercial Systems - Energy Star Partnership Letter)
- Completed Change Request Form (if applicable)
- Executed PPA, if applicable (signed by the Host Customer and System Owner)

All Project Completion Documents should be submitted electronically via email to cs@MassCEC.com with the subject line: "Project Completion Documents for XXXXXXXX"

MassCEC staff reviews each Project Completion Form for completeness and accuracy. Copies of the Project Completion Form must be emailed to MassCEC. It is the sole responsibility of the Primary Installer/Integrator and the System Owner to ensure that the Project Completion Form is complete and is properly submitted to MassCEC.

- 1. Incomplete Project Completion Forms.** Primary Installer/Integrators 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 MassCEC. Incomplete forms will not be returned to the Primary Installer/Integrator.
- 2. Complete Forms.** MassCEC staff approves each project for payment and issues checks to Payees on a rolling basis.

MassCEC 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 MassCEC provide an increased rebate. Furthermore, if the project fails to comply with the Minimum Technical Requirements, MassCEC may withhold rebate payment until proper changes are made or choose to rescind the award.

5.7 Payment Process

Upon receipt of a complete Project Completion Form and satisfactory completion of MassCEC post-installation inspections (if required), the rebate payment is made directly to the Payee. MassCEC 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 System Owner has not already complied with the minimum energy efficiency requirements or the Minimum Technical Requirements, the rebate payment shall be withheld until these requirements have been satisfied.

All Primary Installer/Integrators and System Owners must provide their social security or tax identification number. This information will be kept confidential and is not subject to the Public Disclosure provisions in Section 6 of this Program Manual.

5.8 PV System Energy Production Reporting Requirements

Manual PTS Reporting [all residential PV projects and commercial 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 MassCEC's Production Tracking System (PTS). As part of the award packet, MassCEC will send an overview of the PTS and a link to instructions on its use to the System Owner.

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

- MassCEC or the PTS Administrator will email each System Owner their PTS login information including a username and password. The System Owner 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.

The online Production Tracking System (PTS) is also used to support the market for Solar Renewable Energy Certificates (SRECs) and to help MassCEC monitor PV project performance. PV project owners may choose to participate in the green power markets by selling their Solar Renewable Energy Certificates (SRECs). More information about the SREC program is available at www.mass.gov/doer.

5.9 Public Education and Program Evaluation Support

System Owners and their Primary Installer/Integrator are required to provide good faith cooperation with the MassCEC'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 MassCEC or its consultants to schedule and complete site audits.

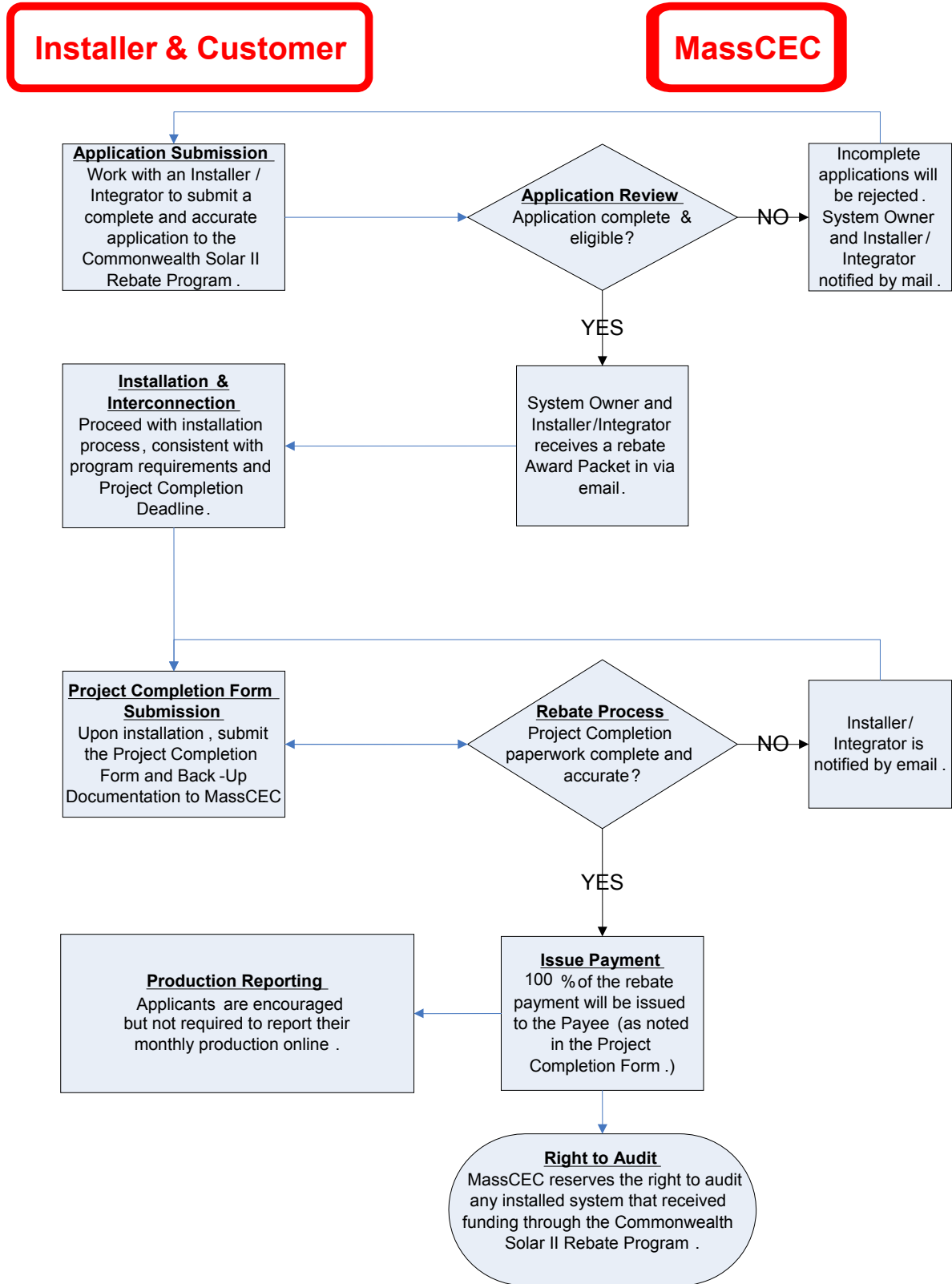
5.10 Questions and Answers

Questions concerning this Program Manual should be submitted in *writing* (e-mail) to the contact listed below. All inquiries should be submitted well in advance of project deadlines and reference the Commonwealth Solar II Rebate Program Manual. MassCEC regularly updates a list of relevant questions and answers. It is available on the Commonwealth Solar II website: www.CommonwealthSolar.org. System Owners and Primary Installers/Integrators are encouraged to visit the website prior to submitting a question. Only answers posted on the website should be treated as MassCEC's official response to any question. The contact for questions is:

**Commonwealth Solar II Rebate Program
Massachusetts Clean Energy Center
55 Summer Street, 9th Floor
Boston, MA 02110**

Email: cs@masscec.com

Commonwealth Solar II Rebate Program
Application, Approval, & Payment Process Flowchart



6. General Commonwealth Solar II Conditions

6.1 Notice of Public Disclosure

6.1.1 General Statement

As a public entity, the MassCEC is subject to Massachusetts' Public Records Law, codified at Chapter 66 of the Massachusetts General Laws. Thus, except for those documents exempted from disclosure, any documentary material, data, or other information received by the MassCEC from an applicant is a public record subject to disclosure. Applicants are advised to review Chapter 66 prior to submitting any information to the MassCEC.

Notwithstanding the above, certain kinds of information may be statutorily exempt from public disclosure under the limited exemption at Chapter 23J, Section 2(k) of the Massachusetts General Laws. Specifically, materials that fall under one of the following categories may be determined to be not public records and thus not subject to disclosure:

- Information, documents, or data that consist of trade secrets;
- Information, documents, or data that consist of commercial or financial information regarding the operation of any business conducted by the applicant; and
- Information, documents, or data regarding the applicant's competitive position in a particular field of endeavor.

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

An applicant may assert a claim of confidentiality for part or all of the information submitted to the MassCEC. To make a claim of confidentiality, an applicant must:

1. Clearly identify the documents, reports, or other information you wish to receive confidential treatment and mark such materials "CONFIDENTIAL". Where a portion of an otherwise nonconfidential document is alleged to be confidential, the confidential portions should be clearly identified and marked.
2. State the basis for your claim of confidentiality (whether trade secret, commercial or financial information, or competitive position information) and whether disclosure of the information would likely result in substantial harm to your business. If substantial harm would result from disclosure, state what those harmful effects would be and their causal connection to disclosure of the information;
3. State the period of time for which confidential treatment is desired (e.g., until a certain date, until the occurrence of a specific event, or permanently);
4. Submit non-confidential information (including any redacted versions of partially confidential documents) separate from all materials for which you request confidential treatment.

All confidentiality claims are subject to verification by the MassCEC. If no confidentiality claim is made when information is received by the MassCEC, then it may be made publicly available without further notice to you.

6.2 Contractual Requirements

MassCEC intends to enter into a Participant's Agreement (Attachment B) with the selected parties. By signing and submitting an application for a rebate, the Parties agree to be bound by the terms and conditions of the Participant's Agreement.

6.3 Waiver Authority

MassCEC 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 II Rebate Program at any time prior to awards.

6.4 Disclaimer

The Commonwealth Solar II Rebate Program Manual does not commit MassCEC to award any funds, pay any costs incurred in preparing an application, or procure or contract for services or supplies. MassCEC reserves the right to accept or reject any or all applications received, negotiate with all qualified System Owners, 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 MassCEC's website. It is the responsibility of System Owners to check MassCEC's website for any addenda or modifications to the Program Manual to which they intend to respond. MassCEC, the Commonwealth of Massachusetts, and its subdivisions accept no liability and will provide no accommodation to System Owners who submit an application based on an out-of-date Program Manual and/or related document.