



# Commonwealth Solar II Photovoltaic Rebate Program Program Manual

Solicitation No. 2012 CSII-Version 9.0

## NOTICES:

- Rebates **MUST** be **APPROVED** prior to starting the solar installation!
- Solar photovoltaic installations require a licensed electrician.
- Commonwealth Solar II (except as defined in section 5.2) rebates are not available for “do-it-yourself” projects. This program is only available for installations completed by professional, licensed contractors.
- All documents, including Applications, required back-up documents, and Project Completion forms must be submitted electronically via e-mail to [cs@MassCEC.com](mailto:cs@MassCEC.com).

## Table of Contents

<b>1</b>	<b>Introduction</b>	<b>3</b>
1.1	Commonwealth Solar II Rebate Program Overview	3
1.2	Purpose of Program Manual	3
1.3	Who We Are	3
<b>2</b>	<b>Program Process Overview</b>	<b>4</b>
<b>3</b>	<b>Available Funding and Rebate Levels</b>	<b>7</b>
3.1	Total Funding and Reservations	7
3.2	Rebate Level Adjustment Strategy	7
3.3	Rebate Calculator	7
3.4	Rebate Taxability	7
3.5	Residential Rebates – For Residential Projects Only	8
3.6	Commercial Rebates – For Commercial Projects Only	10
<b>4</b>	<b>Key Definitions</b>	<b>12</b>
4.1	Customer Related Terms	12
4.2	Installer Related Terms	13
<b>5</b>	<b>Minimum Project Requirements</b>	<b>15</b>
5.1	Customer and Project Requirements	15
5.2	Installer Requirements	19
<b>6</b>	<b>Application Process</b>	<b>20</b>
6.1	Application Detail	20
6.2	Attachments	26
<b>7</b>	<b>Technical and Installation Requirements</b>	<b>26</b>
7.1	Minimum Requirements	26
7.2	Other Requirements (Public Project Only)	28
<b>8</b>	<b>General Commonwealth Solar II Conditions</b>	<b>29</b>
8.1	Notice of Public Disclosure	29
<b>8.1.1</b>	<b>General Statement</b>	<b>29</b>
<b>8.1.2</b>	<b>Procedures for Handling Documents Identified as “Confidential Information”</b>	<b>29</b>
8.2	Contractual Requirements	<b>Error! Bookmark not defined.</b>
8.3	Waiver Authority	29
8.4	Disclaimer	29
8.5	Changes/Amendments to the Program Manual	30

**Attachments to this Program Manual are available as separate documents.  
Refer to Section 6.2 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 its 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 residential, commercial, and public projects up to 15 kW (15,000 watts DC @ STC) in nameplate capacity. This Program Manual refers to the ninth block of such funds, consisting of \$1.5 million, which will last until the funds are reserved or until the end of the first quarter in 2012, 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. 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 Massachusetts Renewable Portfolio Standard (“RPS”).

Renewable Energy Certificates (“RECs”) created from solar facilities will be designated as SRECs. For each megawatt hour (1,000 kWh) that a system generates, one SREC will be created. Solar system owners, including those who receive rebates from 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. Additional details on SRECs and the RPS Solar Carve-Out are found on the DOER website at: [www.mass.gov/doer](http://www.mass.gov/doer)

### 1.2 Purpose of Program Manual

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 transferred from the Massachusetts Technology Collaborative 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 and 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 Program Process Overview

The rebate application and payment process involves the following steps and related responsibilities, as described more fully below:

- First Steps
- Prepare and Submit Application
- MassCEC Review and Approval of Application
- Receive Award Packet
- Submit completed W-9 Form and signed hardcopy Participant's Agreement
- Installation and Interconnection
- Submit Project Completion Form
- Payment Process
- Production Reporting
- Public Education and Program Evaluation Support

This section provides a description of each step listed above. For more information please review the Program Manual in detail or visit [www.MassCEC.com/solar](http://www.MassCEC.com/solar).

**Please note that the application must be approved, in writing, by MassCEC prior to beginning the installation. In addition, System Owners of approved rebate applications must demonstrate that they incurred costs equal to or greater than the rebate amount after the date of application award. MassCEC reserves the right to deny rebate applications or payments for projects installed without pre-approval or projects where the System Owner cannot demonstrate sufficient incurred costs.**

### 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 customers of Municipal Lighting Plants that opt-in to MassCEC's Renewable Energy Trust Fund. See section 5.1 for more information.
2. **Determine Compatibility with the Site.** Prior to contacting a Primary Installer/Integrator, prospective System Owners should assess whether a project is likely to be compatible with their home or building. For example, successful projects require access to direct sunlight without any significant shade throughout the day. For more information to better understand the characteristics of good sites for a project, please visit [www.MassCEC.com/aboutsolar](http://www.MassCEC.com/aboutsolar).
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 program website to develop a preliminary estimate of the rebate.
4. **Select a Primary Installer/Integrator.** Prospective System Owners are responsible for selecting a 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. To find lists of potential Installers that are maintained by independent parties, please visit our website at [Finding an Installer](#).

5. **Public Procurement Compliance.** Massachusetts state law requires public entities to abide by the public procurement processes. See section 7.2 for more information.

### **Prepare and Submit Application**

The Primary Installer/Integrator will prepare the rebate application on behalf of the System Owner. 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. See section 6.1 for more information on how to successfully submit an application.

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 Commonwealth Solar Team sends all program communication electronically. **It is the responsibility of the Primary Installer/Integrator to enter an accurate email address for the Host Customer and System Owner into the rebate application.** If the Host Customer or System Owner does not have an email address, it is the sole responsibility of the Primary Installer/Integrator to ensure the Host Customer and/or the System Owner receive all application-related communications, including but not limited to the Notice of Award and Project Completion Form.

The Host Customer may choose to have their rebate payment paid directly to the Primary Installer/Integrator or Third-Party Owner (if applicable). This must be designated during the rebate application process.

### **MassCEC Review and Approval of Application**

Once MassCEC receives a signed application with required back-up documentation, Commonwealth Solar staff will review each application for original signatures, completeness and accuracy. Refer to section 6.1 for more information.

### **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
- Change Request Form
- Information Sheet on the Production Tracking System (more info below).
- Directions on how to submit a completed W-9 Form

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.

### **Submit Completed W-9 Form**

As mentioned above, there will be directions included in the award packet outlining the process by which the Awarded System Owner must submit the completed W-9 Form. See section 3.4 for more information. **MassCEC requests that System Owners complete and return the W-9 shortly after receipt of the Rebate Award Letter. Delays in providing this document may slow the rebate payment process at project completion.**

### **Installation and Interconnection**

Once the Host Customer, Primary Installer/Integrator, and System Owner (if different from the Host Customer) received a copy of the award notification, the Primary Installer/Integrator can proceed with the installation and interconnection. The installation must comply with the Minimum Technical Requirements (Attachment D).

### **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 (designated in the application) can receive the rebate payment. Review section 6.1 for more information.

### **Payment Process**

Upon receipt of a complete Project Completion Form and back-up documentation, and upon satisfactory completion of MassCEC's post-installation inspections (if required), the rebate payment will be paid directly to the Payee. See section 6.1 for more information.

### **System Energy Production Reporting Requirements**

System Owners (or their designated PTS Representative) are encouraged, but not required, to report the project's electrical output every month to MassCEC's Production Tracking System ("PTS") located at [www.masscec-pts.com](http://www.masscec-pts.com). Refer to section 7.1 for more information.

**Please note, if the System Owner is planning on participating in the RPS Solar Carve-Out market and selling SRECs, monthly production reporting to the PTS will be required. In addition, if the solar project is greater than 10kW (DC @ STC) and the System Owner would like to sell SRECs, a data acquisition system will be required to report monthly production. Refer to section 7.1 for more information.**

### **Public Education and Program Evaluation Support**

System Owners and their Primary Installers/Integrators 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.

### **Questions and Answers**

Questions concerning this Program Manual should be submitted *in writing* (by e-mail) to the e-mail address 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.MassCEC.com/solar](http://www.MassCEC.com/solar). 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, 9<sup>th</sup> Floor  
Boston, MA 02110**

**E-mail: [cs@MassCEC.com](mailto:cs@MassCEC.com)**

### **3 Available Funding and Rebate Levels**

#### **3.1 Total Funding and Reservations**

The ninth block of the Commonwealth Solar II Rebate Program is **\$1.5 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 9 will last no longer than three months. Only complete applications will be accepted into the process queue. For specific details, see section 6.1.

#### **3.2 Rebate Level Adjustment Strategy**

MassCEC 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 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.

#### **3.3 Rebate Calculator**

To assist in determining a potential rebate for a 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.

#### **3.4 Rebate Taxability**

Rebates may be considered taxable income to the parties in this agreement by the U.S. Internal Revenue Service and the Massachusetts Department of Revenue. *All parties are strongly encouraged to consult with a tax professional to determine the federal and/or state tax implications of receipt of the Rebate.* Please note: A rebate tax liability may exist whether the payment is made directly to one of the parties or on its behalf.

MassCEC will send out a Form 1099 to each System Owner that is awarded a rebate through the Commonwealth Solar II Rebate Program. As a result, MassCEC will need to receive a completed W-9 Form from each awarded System Owner, prior to remittance of the rebate payment. A template W-9 Form and corresponding instructions will be included in the award packet for the System Owner to complete and return to MassCEC's finance department.

**Note:** In instances where more than one System Owner is listed in the application (e.g. a husband and wife), the Systems Owners will need to make a determination about which individual should be considered the System Owner for taxability purposes and submit a W-9 Form. The selected individual also **must** sign **all** main project-related documents, which includes the Application, Participant's Agreement, and Project Completion Form in order for MassCEC to remit the rebate payment.

***The following section is exclusively for residential projects. If your project is commercial, proceed directly to Section 3.6.***

### 3.5 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 per residential property, for systems up to 15 kW, or
- A maximum rebate amount of \$4,250 per residential property (note: this value does not include the Natural Disaster Relief adder, if applicable).

The current Residential rebate levels are:

Residential Rebates (\$ per watt (DC @ STC))	
All Residential Projects	
Base Incentive	\$ 0.40
<b>PLUS: Additions to Base</b>	
Massachusetts Company Components Adder	\$ 0.05
Moderate Home Value Adder <b>OR</b> Moderate Income Adder ≤ 120% of MA median income	\$ 0.40
Natural Disaster Relief Adder	\$ 1.00

#### Residential Rebate Adder Requirements:

##### ***Massachusetts Company Components Adder***

To qualify for this adder, the System Owner must provide evidence that the modules, the inverter(s), and any other significant component which is important to the electricity production of the project are 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:

- Evergreen Solar: modules<sup>1</sup>
- Schott Solar: modules<sup>2</sup>
- Satcon: inverters
- Solectria Renewables: inverters
- Beacon Power: inverters
- Panel Claw: mounting systems
- GreenRay panel/integrated micro inverter<sup>3</sup>

<sup>1</sup>Only Evergreen Solar modules that were purchased on or before March 31, 2011 are eligible for the Massachusetts Company Components Adder. In order to verify this, Primary Installers/Integrators will need to submit purchase order documentation demonstrating the purchase date of the modules at project completion.

<sup>2</sup> Only the Schott Solar ASE 300 series modules manufactured in Billerica, MA are eligible for the MA Adder.

<sup>3</sup> If you are using GreenRay equipment, please note that this equipment will not appear on the inverter and module drop down lists in PowerClerk. To indicate that you are using this equipment, please select the “Using Greenray Equipment” checkbox in PowerClerk and complete the equipment section as follows:

Modules: Please select Sanyo Electric 205W, 210W, or 215W panels, as appropriate, and enter the accurate quantity. This will determine the DC capacity of the system and the amount of the expected rebate. You will need to confirm at project completion that GreenRay panels were used.

Inverter: Please select an appropriately sized inverter (we understand that this is a PV module and integrated microinverter).

In order to be eligible for the MA Company Components adder for this equipment, you will need to select both the “Using GreenRay Equipment” checkbox and the “MA Company Components” checkbox in PowerClerk.

Note: Non-Expedited Installers using GreenRay equipment should fill out the equipment section using GreenRay modules (the Commonwealth Solar Team will enter it into PowerClerk using the directions above).

***Moderate Home Value Adder***

To qualify, the System Owner must be the owner and resident of the home, and the 2011 or later assessed home value (land and building(s)) 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:

<b>County</b>	<b>Moderate Home Value</b>
Berkshire, Franklin, Hampden, and Hampshire	≤ \$300,000
Bristol, Suffolk, and Worcester	≤ \$350,000
Barnstable, Duke, Essex, Middlesex, Nantucket, Norfolk, and Plymouth	≤ \$400,000

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.

Note that at the sole discretion of MassCEC, the home value limits are subject to periodic change.

***Moderate Income Adder***

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).

**Individual** income (for single-person households) is the gross income (as defined by the IRS) received in 2010, documented in an individual’s most recent IRS filing.

<b>Individual Income Criteria</b>	<b>Rebate Adder</b>
≤ \$75,810 (120% of median household income*)	\$0.40 per watt

**Domestic Unit** income (for households of two or more individuals) is the gross income (as defined by the IRS) received in 2010, as documented in the most recent IRS filing(s) by all household members 18 years old and over, including household members not related to the householder and other non-family household members. The gross income of full-time students aged 18-25 who are members of the household are exempt from this calculation.

<b>Domestic Unit Income Criteria</b>	<b>Rebate Adder</b>
≤ \$95,420 (120% of median family income*)	\$0.40 per watt

\*Median family and median household income adjusted for inflation for 2008 and taken from US Census Bureau 2007 American Community Survey.

The above income levels apply to applications received in 2012 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](http://www.scapartnering.com/cec.php).

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.

**Note:** Both the Moderate Home Value Adder and the Moderate Income Adder require proof of primary residence at the time of application. Eligible forms of documentation include a current copy of the voter registration card, driver's license (with the driver license number blacked out), or vehicle registration that lists the same address identified as the site address in the Application.

### ***Natural Disaster Relief Adder***

The goal of the Natural Disaster Relief adder is to provide an aggressive incentive to those affected by the June 1, 2011 tornado in the Springfield area to rebuild "green" and incorporate solar photovoltaic (PV) or solar hot water (SHW) projects into the rebuilding process. It is anticipated that this can serve as a replicable program, with the opportunity for expanding the incentive to victims of other natural disasters in Massachusetts if needed. There will be \$1 million dollars available for the adder, which will be administered on a first-come, first-served basis between the Commonwealth Solar II, Commonwealth Solar Hot Water – Residential, and Commonwealth Solar Hot Water – Commercial rebate programs. The adder will be available for residential, commercial, and public projects that meet the requirements of the respective programs. Any remaining funds available at the end of the block will be rolled into the following block until all funds are reserved.

Eligibility for the adder includes:

- PV installation must be located in one of the eleven (11) communities officially affected by the June 1, 2011 tornado in Western Massachusetts. The eligible communities are: Brimfield, Charlton, Hampden, Monson, Palmer, Southbridge, Springfield, Sturbridge, West Springfield, Westfield, and Wilbraham;
- The Host Customer must have official documentation from FEMA, MEMA, or an insurance company documenting damage from the tornado (or other back-up information reasonably requested by MassCEC);
- Third-party owned projects will be eligible to apply for the adder, but Attachment F will need to be completed in order for the third-party owner to demonstrate the lease or PPA savings to the customer specifically as a result of receiving the adder.
- As with the base incentive and other associated adders, the Natural Disaster Relief adder will be paid to the designated "Payee" on the application.

**Note:** Applicant parties applying for the Natural Disaster Relief Adder will receive award notification and payment of the adder separately from the Commonwealth Solar II Rebate.

### **3.6 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 for systems up to 15 kW per property
- Residential end-use facilities which use the Commercial application and rebate matrix (e.g., residential solar leasing projects), are capped at a maximum rebate of 5 kW for systems up to 15 kW. 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, as well as community solar projects. Such multi-unit projects are considered commercial.
- Public projects are considered commercial and eligible for commercial rebate levels.

The current Commercial rebate levels are:

<b>Commercial Rebates for Incremental Capacity (\$ per watt (dc))</b>	
Base Incentive	\$0.40
<b>PLUS: Additions to Base</b>	
Massachusetts Company Components Adder	\$0.05
Natural Disaster Relief Adder	\$1.00

**Commercial Rebate Adder Requirements:**

***Massachusetts Company Components Adder***

To qualify for this adder, the System Owner must provide evidence that the modules, the inverter(s), and any other significant component which is important to the electricity production of the project are 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:

- Evergreen Solar: modules<sup>1</sup>
- Schott Solar: modules<sup>2</sup>
- Satcon: inverters
- Solectria Renewables: inverters
- Beacon Power: inverters
- Panel Claw: mounting systems
- GreenRay panel/integrated micro inverter<sup>3</sup>

<sup>1</sup>Only Evergreen Solar modules that were purchased on or before March 31, 2011 are eligible for the Massachusetts Company Components Adder. In order to verify this, Primary Installers/Integrators will need to submit purchase order documentation demonstrating the purchase date of the modules at project completion.

<sup>2</sup> Only the Schott Solar ASE 300 series modules manufactured in Billerica, MA are eligible for the MA Adder.

<sup>3</sup> If you are using GreenRay equipment, please note that this equipment will not appear on the inverter and module drop down lists in PowerClerk. To indicate that you are using this equipment, please select the "Using Greenray Equipment" checkbox in PowerClerk and complete the equipment section as follows:

Modules: Please select Sanyo Electric 205W, 210W, or 215W panels, as appropriate, and enter the accurate quantity. This will determine the DC capacity of the system and the amount of the expected rebate. You will need to confirm at project completion that GreenRay panels were used.

Inverter: Please select an appropriately sized inverter (we understand that this is a PV module and integrated microinverter).

In order to be eligible for the MA Company Components adder for this equipment, you will need to select both the "Using GreenRay Equipment" checkbox and the "MA Company Components" checkbox in PowerClerk. Note: Non-Expedited Installers using GreenRay equipment should fill out the equipment section using GreenRay modules (the Commonwealth Solar Team will enter it into PowerClerk using the directions above).

***Natural Disaster Relief Adder***

The goal of the Natural Disaster Relief adder is to provide an aggressive incentive to those affected by the June 1, 2011 tornado in the Springfield area to rebuild "green" and incorporate solar photovoltaic (PV) or solar hot water (SHW) projects into the rebuilding process. It is anticipated that this can serve as a replicable program, with the opportunity for expanding the incentive to victims of other natural disasters in Massachusetts if needed. There will be \$1 million dollars available for the adder, which will be administered on a first-come, first-served basis

between the Commonwealth Solar II, Commonwealth Solar Hot Water – Residential, and Commonwealth Solar Hot Water – Commercial rebate programs. The adder will be available for residential, commercial, and public projects that meet the requirements of the respective programs. Any remaining funds available at the end of the block will be rolled into the following block until all funds are reserved.

Eligibility for the adder includes:

- PV installation must be located in a community officially affected by the June 1, 2011 tornado in Western Massachusetts.;
- The Host Customer must have official documentation from FEMA, MEMA, or an insurance company documenting damage from the tornado (or other back-up information reasonably requested by MassCEC);
- Third-party owned projects will be eligible to apply for the adder, but Attachment F will need to be completed in order for the third-party owner to demonstrate the lease or PPA savings to the customer specifically as a result of receiving the adder.
- As with the base incentive and other associated adders, the Natural Disaster Relief adder will be paid to the designated “Payee” on the application.

**Note:** Applicant parties applying for the Natural Disaster Relief Adder will receive award notification and payment of the adder separately from the Commonwealth Solar II Rebate.

## 4 Key Definitions

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

### 4.1 Customer Related Terms

<b>System Owner</b>	An individual or entity that applies to MassCEC for a Commonwealth Solar II rebate. The System Owner is the owner of the project that is supported by the Commonwealth Solar II Rebate.  <b>Note:</b> In instances where more than one System Owner is listed in the application (e.g. a husband and wife), the Systems Owners will need to make a determination about which individual should be considered the System Owner for taxability purposes, and at a minimum that individual will be required to sign the Application, Participant’s Agreement, and Project Completion Form, as well as submit a completed W-9, in order for MassCEC to remit the rebate payment.
<b>Host Customer</b>	The Host Customer is the customer of the electric utility into which the system will be interconnected. This may or may not be the System Owner.
<b>Member-Host Customer</b>	For Community Solar projects, the Host Customer will be referred to as the Member-Host Customer, which is the customer that receives a portion of the electricity generated through a Community Solar project via virtual net metering. The Member-Host Customer will have a contractual ownership interest in the Community Solar project. All other requirements that apply to Host Customers in this Program Manual will apply to all Member-Host Customers.
<b>Host Customer Entity</b>	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.
<b>Awarded System Owner</b>	A System Owner that has received a Rebate Award but has not yet reached Project Completion.
<b>Payee</b>	The Payee is the designee to receive the rebate for a project that has achieved Project Completion. A System Owner may choose to have its rebate paid directly to the Primary Installer/Integrator, Host Customer, or Third-Party Owner as defined below in Section 4.2. Payment is made for the work performed on the project and does not convey ownership rights to the installed system.
<b>PTS Representative</b>	If the System Owner plans to report monthly energy production, the PTS Representative is the person/entity responsible for reporting this production data to MassCEC's online Production Tracking System (PTS). This may be the System Owner, the Data Acquisition System (DAS) provider, or another delegated representative.

#### 4.2 Installer Related Terms

<b>Applicant</b>	The Applicant is the Primary Installer/Integrator, the individual or entity that prepares and submits the application.
<b>Primary Installer/ Integrator</b>	<p>The Primary Installer/Integrator is the primary entity responsible for the project installation. The Primary Installer/Integrator must be a professional contractor licensed to conduct business in Massachusetts. Any electrical work performed on the installation must be conducted by an electrician holding a valid and current license in Massachusetts. The Primary Installer/Integrator is directly responsible for turnkey project management and installation work, although the installation work may be sub-contracted. Homeowners or “do-it-yourselfers” are not eligible to be a Primary Installer/Integrator through Commonwealth Solar II unless they are Massachusetts licensed electricians completing an installation on their own homes. For purposes of the program, a Primary Installer/Integrator will be considered Expedited or Non-Expedited status.</p> <p>Note that all installations from <b>any</b> Primary Installer/Integrator are subject to random inspections at any time for any reason at MassCEC's discretion.</p>
<b>Primary Installer/ Integrator Entity</b>	A parent company or parent organization and all of its subsidiaries are considered a single Primary Installer/Integrator Entity.
<b>Expedited Primary Installer/Integrator</b>	<p>Installers and integrators who have successfully completed the “Crawl Before You Walk Policy” (as defined below) may 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. 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, 95% is available for Expedited Primary Installers/Integrators. The remaining 5% of funding is available for Non-Expedited Primary Installers/Integrators.</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</p>

	<p>projects.</p> <p>To maintain the Expedited Primary Installer/Integrator status, firms will be expected to maintain such high-quality and accuracy in the applications, and to abide by all of the code and program standards required by the program, including the Minimum Insurance Requirements and the Minimum Technical 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><b>Non-Expedited Primary Installer/Integrator</b></p>	<p>First-time Primary Installers/Integrators to the program are considered Non-Expedited Primary Installers/Integrators. Non-Expedited Primary Installers/Integrators are subject to MassCEC’s “Crawl Before You Walk Policy.” All Non-Expedited Primary Installers/Integrators are only eligible to initially submit <b>one</b> rebate application, which is available at <a href="http://www.MassCEC.com/solar">www.MassCEC.com/solar</a>. (Refer to section 6.1 for application process.)</p> <p>Of the block funding available, 95% is available for Expedited Primary Installers/Integrators. The remaining 5% of funding is available for Non-Expedited Primary Installers/Integrators.</p>
<p><b>Crawl Before You Walk Policy</b></p>	<p>The Crawl Before You Walk Policy is a process that Non-Expedited Installer/Integrators must successfully complete in order to become an Expedited Installer/Integrator. The process is outlined as follows:</p> <ol style="list-style-type: none"> <li>1) Non-Expedited Installer/Integrator submits the first application.</li> <li>2) If the application passes the threshold review, it then undergoes a “design review” by MassCEC’s third-party technical consultant.</li> <li>3) Once the design review and application review are complete, the project is notified of a rebate award.</li> <li>4) The Non-Expedited Installer/Integrator proceeds with the installation and submits the Project Completion paperwork.</li> <li>5) Upon receipt of the Project Completion paperwork, a post-installation inspection of the system will be scheduled. This inspection will be performed by MassCEC’s third-party technical consultant.</li> <li>6) Upon satisfactory completion of the inspection, MassCEC will work to review the Project Completion paperwork for remittance of the rebate payment.</li> <li>7) Upon satisfactory completion of the “Crawl Before You Walk Policy”, as determined by MassCEC, Non-Expedited Installers/Integrators must contact MassCEC to request being set up as an Expedited Installer in PowerClerk.</li> </ol> <p>(Refer to section 6.1 for application process.)</p> <p><b>Any subsequent applications received prior to completing the “Crawl Before You Walk Policy” will be rejected and removed from the Process Queue.</b></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 <b>at least 10</b> projects in another state with similar</p>

	requirements and standards as the Commonwealth Solar II Rebate Program requirements.
<b>Third-Party Owner</b>	A Third-Party Owner is an entity that has a turnkey contract involving a power purchase agreement, lease, or other arrangements with the Host Customer, but retains ownership of the system. 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 Program requirements as regards to Third-Party Owners.

## 5 **Minimum Project Requirements**

### 5.1 Customer and Project Requirements

<b>Eligibility</b>	<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. Customers of the five Massachusetts investor-owned electric utilities (NSTAR, National Grid, Western Massachusetts Electric Company, Unitil, and Cape Light Company), plus customers of Municipal Lighting Plant communities that contribute to the Renewable Energy Trust, meet this requirement.</p> <p>For information on Municipal Lighting Plants that have elected to join MassCEC's Renewable Energy Trust Fund, see <a href="#">Information on Municipal Light Plant Communities</a> or visit <a href="http://www.MassCEC.com/solar">www.MassCEC.com/solar</a>.</p> <p>For 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 project.</p> <p>The Host Customer must also be the System Owner of the project and consumer of the electricity generated by the proposed project, except as set forth below:</p> <ul style="list-style-type: none"> <li>• 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 project will be located.</li> <li>• A building owner can be the System Owner of the project where a tenant (the Host Customer) is responsible for the electricity bill.</li> <li>• For projects involving a Third-Party Owner, the Host Customer does not need to be the owner of the project, but must still be the consumer of electricity generated by the project.</li> <li>• For Community Solar projects, the System Owner may be a separate entity than the Host Customer, even though the project may be located on a property separate from the Host Customer's property.</li> </ul>
<b>Previous MRET Grantees</b>	<p>Recipients of previous Renewable Energy Trust funding for the installation of PV projects are ineligible for additional funding for those particular systems.</p> <p>Projects that have received CLEAN ENERGY CHOICE<sup>®</sup> 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 under a different program are eligible for funding under the</p>

	<p>Commonwealth Solar II Rebate Program for a new, separate project up to 15 kW. The rebate amount will be calculated on the first 5 kW of a PV system per property under the Commonwealth Solar II Rebate Program.</p> <p>MassCEC reserves the right to determine if a project is eligible to apply for funding through Commonwealth Solar II and, if so, at what level.</p>
<p><b>State Employees and Special State Employees</b></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>A state employee or special state employee must satisfy one of the following criteria to be eligible for a rebate: (i) he/she 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, (ii) he/she 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) he/she is a state employee and the State Ethics Commission has determined that he/she is eligible to participate.</p>
<p><b>Project Location and Building Type</b></p>	<p>The 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 project must be grid-connected.</p> <p>There is one exception to this requirement: Fixed off-grid applications that are permanently located on contiguous property of an eligible grid-connected Customer and facility are eligible for rebates for systems up to 15 kW. All types of facilities and buildings are eligible.</p>
<p><b>Commercial Projects</b></p>	<p>Any one of the following types of Host Customers are considered Commercial and must submit a Commercial Rebate Application:</p> <ol style="list-style-type: none"> <li>1) Host Customer has a commercial electricity account and rate code.</li> <li>2) Host Customer has a residential electricity account and rate code but is considered commercial. For example: <ul style="list-style-type: none"> <li>• Residential multi-family buildings with four or more residential units sharing the same utility electricity account will be considered commercial.</li> <li>• Systems connecting to the common areas (stairwells, hallways, exterior lighting, clubhouses, etc.) of residential multi-family buildings or complexes (4 or more units) will be considered commercial.</li> </ul> <p>MassCEC, at its sole discretion, will determine whether a Host Customer meets the Commercial status of category # 2.</p> </li> <li>3) Residential Host Customers that will be leasing the system or purchasing electricity from a solar leasing agent, company, or Third-Party Owner may apply to the program if the system is 15 kW or less. While these projects will be located at residential sites, the System Owners will be commercial entities, thus making these Commercial projects.</li> </ol>

	<p>4) Residential Member-Host Customers that will be participating in a Community Solar project may apply to the program if their portion of the system is 15 kW or less. While Community Solar project may be providing electricity to residential electric accounts through virtual net metering, these will be considered Commercial projects.</p> <p>5) Residential property developers installing systems during the building construction phase of new, single-family home construction developments (<i>more than one home</i>) or new multi-family or multi-unit residential construction projects may apply to the program if the system is 15 kW 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><b>Note: Home builders of a single home must use a Residential Application.</b></p>
<p><b>Residential Projects</b></p>	<p>To qualify as a Residential Project, 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"> <li>• Residences that will lease the system or purchase electricity from a solar third-party agent or company as noted in the Commercial Project section above.</li> <li>• Residential Member-Host Customers that will be participating in a Community Solar project may apply to the program if their portion of the system is 15 kW or less as noted in the Commercial Project section above.</li> <li>• Residential property developers installing systems on new home construction developments (more than one home) or new multi-unit residential construction projects.</li> </ul> <p>These exceptions will be designated commercial and should complete a Commercial Rebate Application.</p>
<p><b>Community Solar Projects</b></p>	<p>The Commonwealth Solar II Rebate Program will accept applications for Community Solar projects that meet the program requirements as outlined in the current Program Manual. Residential or commercial electricity end-users participating in these projects will be eligible to apply to the program, and they will be considered commercial for purposes of determining the rebate value. To be eligible for a rebate, the Member-Host Customer's portion of the Community Solar project will be capped at 15 kW, and the rebate will be calculated on the first 5 kW. Participating in a Community Solar project will count towards a Member-Host Customer's total 5 kW of rebated capacity for the property to which the electricity is virtually net metered.</p> <p><b>Interested applicants or Installers/Integrators are <u>required</u> to contact the Commonwealth Solar Team to discuss a potential Community Solar project in advance of submitting rebate applications. Please note that rebate applications must be approved prior to installing the community solar project. See <i>Project Timeframe</i> section 7.1 below for more information.</b></p> <p>Threshold requirements to qualify for a Community Solar project include, but are</p>

	<p>not limited to, the following**:</p> <ul style="list-style-type: none"> <li>• The project must have an LLC or other formal ownership structure in place.</li> <li>• The project must have a minimum of two (2) Member-Host Customers, each residing or having a place of business at a different address, to which their electricity from the project will be virtually net metered.</li> <li>• Member-Host Customers must have a formal ownership stake in the project equivalent to the size of the solar PV system listed in their rebate application.</li> <li>• Each Member-Host Customer must receive net metering credits to the address for which they applied for a rebate, in proportion to their ownership stake.</li> <li>• The project must be behind a dedicated electric meter.</li> <li>• MassCEC must receive a copy of the Member-Host Customer's contract (or MOU) with the project at time of application.</li> <li>• MassCEC will need to receive a completed Schedule Z (demonstrating that the Member-Host Customer is receiving the appropriate net metering allocation) at Project Completion.</li> </ul> <p>** This is just a preliminary list of threshold requirements. Additional requirements may apply.</p> <p><b>Note:</b> While Community Solar projects will virtually net meter to various Member-Host Customer electricity accounts, the Member-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. Customers of the five Massachusetts investor-owned electric utilities (NSTAR, National Grid, Western Massachusetts Electric Company, Unitil, and Cape Light Company), plus customers of Municipal Lighting Plant communities that contribute to the Renewable Energy Trust, meet this requirement.</p>
<b>Minimum Project Size</b>	<p>The minimum project size per application is 1 kW (capacity is defined as DC @ STC). Eligible commercial and residential applications must be for projects that have a nameplate capacity of 15 kW (e.g., 15,000 watts) or less; however, the rebate incentive will be capped at 5,000 watts. A project is defined as the total capacity being installed on the property. For example, if capacity is being installed on multiple buildings (or in combination with a ground-mounted system) on a single property, the total capacity will be considered one project and must be 15 kW or less.</p>
<b>Rebate Calculation</b>	<p>The rebate calculation for an individual project is based on the size of the total system installation <i>per property</i>. The residential and commercial rebate calculations will be determined by the total system size on a single property regardless of the number of electric meters used. Note: If capacity is being installed on multiple buildings (or in combination with a ground-mounted system) on a single property, the total capacity will be considered one project and must be 15 kW or less. The rebate will be calculated on the first 5 kW of the project.</p>
<b>Expansions</b>	<p>MassCEC will allow Host Customers to apply for up to 5 kW worth of rebates per property under the Commonwealth Solar II Rebate Program. Adding capacity to a project under the rebate program is now allowed under the following</p>

	<p>circumstances:</p> <ul style="list-style-type: none"> <li>• If the Host Customer received funding under a previous Renewable Energy Trust program (other than the Commonwealth Solar II Rebate Program), the Host Customer will be eligible to install an additional project on the property, up to 15 kW, and receive a rebate on the first 5 kW. <b>Note:</b> In order to ensure the additional capacity installed is eligible to generate SRECs, the additional capacity should be metered separately.</li> <li>• If the Host Customer previously received rebate funding for less than 5 kW under the Commonwealth Solar II Rebate Program, additional capacity may be added to the property, to a total per property capacity of 15 kW under the program. The Host Customer will only qualify for a rebate on the capacity of the property that brings the total rebated capacity on the property to 5 kW. For example, if you previously received a Commonwealth Solar II rebate for 3 kW of capacity on your property, you would be eligible to apply for an additional 12 kW of capacity on the property and receive a rebate on the first 2 kW (for a total of 5 kW of rebated capacity). <b>Note:</b> Capacity added to existing projects under the Commonwealth Solar II Rebate program does not necessarily need to be metered separately for the purposes of generating SRECs.</li> </ul> <p><b>It is recommended that you contact the Commonwealth Solar Team to discuss a potential expansion project in advance of submitting a rebate application.</b></p>
<p><b>Behind the Meter Requirement</b></p>	<p>The project must be a “behind-the-meter” project. In other words, the interconnection of the system must be on the account holder’s side of the utility billing meter. Projects may be eligible to net meter in accordance with the Massachusetts net metering regulations outlined in 220 CMR 18.00. <i>Please note that the account holder must also be the Host Customer, as well as a party to the application and corresponding documents.</i> In instances of Community Solar projects, the Member-Host Customer must be the end user of the electricity that is virtually net metered from the system. In addition, Community Solar projects must be behind a dedicated electric meter.</p>

## 5.2 Installer Requirements

<p><b>Turnkey Contract Between System Owner and its Primary Installer/Integrator</b></p>	<p>Primary Installer/Integrators are required to provide System Owners with a Turnkey Contract. The Turnkey Contract 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 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 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, installation of the project, scheduling and participation in all required inspections, and providing warranty services as</p>
--	--

	required.
<b>Third-Party Ownership Projects</b>	For a Third-Party Ownership project, a contractual relationship must exist between the Host Customer and the Third-Party Owner (the System Owner). This contractual relationship may be in the form of a Power Purchase Agreement (“PPA”), lease, or a signed Memorandum of Understanding (“MOU”) indicating that a formal agreement is forthcoming.
<b>North American Board of Certified Energy Practitioners Certification</b>	It is recommended, but not required, that Primary Installer/Integrators or their subcontractors obtain North American Board of Certified Energy Practitioners (“NABCEP”) PV Installer certification, if they have not already done so. For more information: <a href="http://www.nabcep.org/">http://www.nabcep.org/</a>
<b>One-Time Turnkey Contract Exemption for Licensed Electricians</b>	Massachusetts licensed electricians may complete an installation on their own homes and may request One-Time Contract Exemption for such installations. To qualify for the One-Time Contract Exemption for Licensed Electrician Home Installations, an electrician must be the Applicant/Primary Installer/Integrator and the System Owner, as well as meet all of the remaining program requirements.
<b>Existing MassCEC Service Providers</b>	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.

## 6 Application Process

### 6.1 Application Detail

<b>Application Process for Expedited Installers</b>	<p><b><u>Expedited Installer/Integrators:</u></b></p> <ul style="list-style-type: none"> <li>Expedited Installers/Integrators will use PowerClerk 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. Expedited Installer/Integrator will only submit complete and accurate applications and project completion packages to MassCEC.</li> <li>All required back-up documents must be uploaded in PowerClerk prior to submitting the application. Note: All documents must be uploaded as PDF files and must be 5MB or smaller. If you do not have PDF conversion software, there are tools online, such as <a href="http://convert.neevia.com">http://convert.neevia.com</a> that may be able to assist you in the process. It is the sole responsibility of the Expedited Installer/Integrator to provide back-up documentation that is in the correct file format and legible to review by the Commonwealth Solar Team.</li> <li>Once submitted, PowerClerk will provide an automatically generated application ID number which will determine the order received.</li> <li>Expedited Primary Installers/Integrators will maintain paper records of all application materials on file, and upon request by MassCEC will make copies available.</li> <li>Expedited Installer/Integrators will comply with all laws, codes, and</li> </ul>
---	---

	<p>regulations pertaining to installations in Massachusetts and with the Commonwealth Solar II Minimum Technical Requirements.</p>
<p><b>Application Process for Non-Expedited Installers</b></p>	<p><b><u>Non-Expedited Installer/Integrators:</u></b></p> <ul style="list-style-type: none"> <li>• Non-Expedited Primary Installers/Integrators must download an application form (Attachment A1 or A2) from <a href="http://www.MassCEC.com/solar">www.MassCEC.com/solar</a>.</li> <li>• Non-Expedited Primary Installers/Integrators must complete the application and send it as an attachment (<b>only Word documents or PDFs will be accepted</b>) in an e-mail to <a href="mailto:cs@MassCEC.com">cs@MassCEC.com</a>. Please note that all signatures must be scans of ink signatures; electronic signatures will <b>not</b> be accepted. <b>Also note:</b> Non-Expedited applications must include a three-line electrical diagram, site plan, and PV production estimate and calculation, 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.</li> <li>• The e-mail submission will provide an electronic date and time received and will establish the order received for Non-Expedited applications.</li> <li>• After Non-Expedited Primary Installers/Integrators submit an application via e-mail, the signed application and back-up documentation must be received by MassCEC electronically via an e-mail to <a href="mailto:cs@MassCEC.com">cs@MassCEC.com</a> within <b>10 calendar days</b> of submitting the application in PowerClerk. The application e-mail should include the subject line “CS II Block 9 Application for (Host Customer Name). <b>Note: only Word documents or PDFs will be accepted.</b></li> <li>• If MassCEC does not receive the signed application and all required back-up documentation (as an e-mail attachment to <a href="mailto:cs@MassCEC.com">cs@MassCEC.com</a>) within the allotted timeframe, or if the application does not pass the threshold review, the application will be deemed “incomplete,” rejected, and removed from the processing queue. <i>Notification will be sent to the System Owner that the application has been denied and there will not be an opportunity to correct and resubmit the application. 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 back-up documentation assume the risk that rebates will not be available or be available only on different terms and/or at different levels.</i></li> <li>• Non-Expedited Primary Installers/Integrators will maintain paper records of all application materials on file, and upon request by MassCEC will make copies available.</li> <li>• Expedited Installers/Integrators will comply with all laws, codes, and regulations pertaining to installations in Massachusetts and with the Commonwealth Solar II Minimum Technical Requirements.</li> </ul> <p><b>Any subsequent applications received prior to completing the “Crawl Before You Walk Policy” requirement will be rejected and removed from the Process Queue.</b></p> <p><b>Upon satisfactory completion of the “Crawl Before You Walk Policy”, as</b></p>

	<p><b>determined by MassCEC, Non-Expedited Installers/Integrators must contact MassCEC to request being set up as an Expedited Installer in PowerClerk.</b></p>				
<p><b>Complete Applications</b></p>	<p>Applications that meet the requirements outlined in the application checklist, and for which all back-up documentation is received as outlined above, will be deemed complete. Incomplete applications will be rejected and taken out of the Process Queue.</p> <p>An Application Cover Letter is optional and can be included with back-up documentation.</p> <p>Complete Applications for Expedited and Non-Expedited* Installers must include all of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Attachment A: Signed and completed Commonwealth Solar II Application.</b> Please note that all parties must provide an original signature. An application will not be accepted if signatures are missing. Please note that Applications for Expedited Installers must submit a copy of the full, signed PowerClerk application in lieu of Attachment A.</li> <li><input type="checkbox"/> <b>Attachment B: Signed Commonwealth Solar II Participant’s Agreement.</b> Please note that all parties must provide an original signature.</li> <li><input type="checkbox"/> <b>Copy of an electric bill</b> 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 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 and name must be clearly displayed on the bill, and the service address must match the site address on the application. If the host customer’s name on the application does not match the name listed on the electric bill, please clarify the relationship between the two individuals.</li> <li><input type="checkbox"/> <b>Site photographs –minimum of 7 required:</b> <ul style="list-style-type: none"> <li>• 1 photo of the project location taken from the south looking northward toward the building or site.</li> <li>• 1 <u>aerial image</u> of the site from Microsoft Virtual Earth, Google Earth, or similar source with the building or site clearly identified.</li> <li>• 5 photos <b>clearly labeled indicating the direction the camera is pointing</b> showing a 180 degree panoramic view (beginning facing east, then south, and ending facing west) that are taken from the project location. 180 degree view photographs with a superimposed sun path grid will also be accepted (e.g., <i>Solar Path Finder, Solmetric SunEye™, etc.</i>).</li> <li>• <b>Note:</b> A copy of the shading analysis is highly recommended at the time of application to ensure the system will meet the 80% of optimal output requirement outlined in the Minimum Technical Requirements (Attachment D).</li> </ul> </li> <li><input type="checkbox"/> <b>Compliance with Massachusetts public bidding laws (Public Projects ONLY).</b> 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.</li> </ul> <p><b>Applications Seeking Adders:</b></p> <table border="1" data-bbox="625 1717 1531 1858"> <tr> <td data-bbox="625 1717 852 1829">MA Company Components</td> <td data-bbox="852 1717 1531 1829">Must be indicated on the Technical and Cost worksheet, no additional documentation is required. Photographs indicating that MA Company Components were installed with the project are required at Project Completion.</td> </tr> <tr> <td data-bbox="625 1829 852 1858">Moderate Home</td> <td data-bbox="852 1829 1531 1858">Attach a copy of the Applicant’s <i>most recent</i> tax bill (FY11 or later).</td> </tr> </table>	MA Company Components	Must be indicated on the Technical and Cost worksheet, no additional documentation is required. Photographs indicating that MA Company Components were installed with the project are required at Project Completion.	Moderate Home	Attach a copy of the Applicant’s <i>most recent</i> tax bill (FY11 or later).
MA Company Components	Must be indicated on the Technical and Cost worksheet, no additional documentation is required. Photographs indicating that MA Company Components were installed with the project are required at Project Completion.				
Moderate Home	Attach a copy of the Applicant’s <i>most recent</i> tax bill (FY11 or later).				

	<table border="1"> <tr> <td data-bbox="625 233 850 310">Value</td> <td data-bbox="850 233 1546 310"><b>Must provide</b> documentation verifying the project site as the primary residence (current copy of voter registration, driver license, or vehicle registration)</td> </tr> <tr> <td data-bbox="625 310 850 449">Moderate Household Income</td> <td data-bbox="850 310 1546 449"><b>DO NOT submit personal Tax Documents to MassCEC.</b> Attach letter of income eligibility from Spillane Consulting Associates. For more information, see: <a href="http://www.scapartnering.com/cec.php">www.scapartnering.com/cec.php</a>. <b>Also</b>, provide documentation verifying project site as primary residence (copy of voter registration, driver license, or vehicle registration).</td> </tr> <tr> <td data-bbox="625 449 850 558">Natural Disaster Relief Adder</td> <td data-bbox="850 449 1546 558">The System Owner (or Host Customers if different than the System Owner) must provide FEMA, MEMA, or other insurance company documentation that their building was damaged from the June, 2011 tornado in Western Massachusetts.</td> </tr> </table> <p><b>*Complete applications for Non-Expedited Installers must also include the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Site plan</b> showing location of critical components, array orientation, and all major foliage/structures/landmarks in the vicinity of the 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 project performance.</li> <li><input type="checkbox"/> <b>Three-line electrical diagram</b> showing the configuration of all 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 project and equipment grounds), and means of interconnection between the project and the building electrical system. For 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 is also likely to be required by the local utility for purposes of interconnection.</li> <li><input type="checkbox"/> <b>PV production estimate calculation details.</b> <i>This is mandatory only for solar projects with any shading.</i> If there is no shading on site, aerial photos must clearly indicate this, and in such case no production estimate calculation is required. Instructions on providing production estimate calculations can be found in Attachment F.</li> </ul>	Value	<b>Must provide</b> documentation verifying the project site as the primary residence (current copy of voter registration, driver license, or vehicle registration)	Moderate Household Income	<b>DO NOT submit personal Tax Documents to MassCEC.</b> Attach letter of income eligibility from Spillane Consulting Associates. For more information, see: <a href="http://www.scapartnering.com/cec.php">www.scapartnering.com/cec.php</a> . <b>Also</b> , provide documentation verifying project site as primary residence (copy of voter registration, driver license, or vehicle registration).	Natural Disaster Relief Adder	The System Owner (or Host Customers if different than the System Owner) must provide FEMA, MEMA, or other insurance company documentation that their building was damaged from the June, 2011 tornado in Western Massachusetts.
Value	<b>Must provide</b> documentation verifying the project site as the primary residence (current copy of voter registration, driver license, or vehicle registration)						
Moderate Household Income	<b>DO NOT submit personal Tax Documents to MassCEC.</b> Attach letter of income eligibility from Spillane Consulting Associates. For more information, see: <a href="http://www.scapartnering.com/cec.php">www.scapartnering.com/cec.php</a> . <b>Also</b> , provide documentation verifying project site as primary residence (copy of voter registration, driver license, or vehicle registration).						
Natural Disaster Relief Adder	The System Owner (or Host Customers if different than the System Owner) must provide FEMA, MEMA, or other insurance company documentation that their building was damaged from the June, 2011 tornado in Western Massachusetts.						
<b>Process Queue</b>	MassCEC will process complete applications in the order received within the Expedited and Non-Expedited funding queues. If an application is determined to be incomplete, the timeline for MassCEC's review and approval may be significantly delayed.						
<b>Application Review Process</b>	<p>Funding is available on a first come, first served basis to complete applications, subject to the applicable installer caps on total awards.</p> <ol style="list-style-type: none"> <li><b>1. Incomplete, Inaccurate, or Ineligible Applications.</b> Applications that are either incomplete, inaccurate, or reflect ineligible projects or Host Customers will be rejected and removed from the Process Queue for approval. Within 30 days of receipt of an incomplete, ineligible, or inaccurate application, MassCEC staff will strive to notify the System Owner and Installer of the application's rejection. 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. <b>The submission of incomplete applications will result in significant delays and could result in no</b></li> </ol>						

	<p><b>rebate award during the current funding block.</b></p> <p><b>2. Complete Applications.</b> System Owners and their Primary Installers/Integrators that submit complete and accurate applications and receive a Rebate Award will be notified by e-mail. MassCEC strives to notify System Owners of their Rebate Awards within 30 days of receipt of their applications. Please note that it is the Primary Installer's responsibility to provide email addresses for the all parties in the original application.</p> <p><b>3. Complete Applications, but Available Funding Exceeded.</b> 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 e-mail. 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.</p> <p>MassCEC reserves the right to inspect 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 the Minimum Technical Requirements (Attachment D) or project timeframe requirements.</p>
<p><b>Rebate Award</b></p>	<p>MassCEC has made a commitment to provide the Payee with a cash rebate upon achieving Project Completion. A Rebate Award is the written notification to the Host Customer, System Owner (if different from the Host Customer), and the Primary Installer/Integrator of a future rebate payment.</p> <p>At the time of award, a W-9 form will be requested.</p>
<p><b>Project Completion</b></p>	<p>A project that has been installed and interconnected to the utility's network consistent with all program requirements, including submission of all relevant back-up documentation to MassCEC.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• Interconnection approval from the local utility (e.g., authorization to interconnect system to the grid)</li> <li>• Utility Certificate of Completion. This must be signed by a local wiring inspector or, alternatively, a signed electrical permit may be attached.</li> <li>• Photos of Installation. This should include a photograph of the solar PV array, as well as photos of the different components being used. <b>Note:</b> if the project qualified for the MA Company Components Adder, a photograph showing that the qualifying equipment was installed is required at completion.</li> <li>• Copies of invoices and payments. These should indicate equipment changes if applicable. Invoices should demonstrate that the System Owner incurred costs equal to or greater than the rebate amount after</li> </ul>

	<p>the Rebate Award.</p> <ul style="list-style-type: none"> <li>• Energy Efficiency Requirement (energy audit or building permit)</li> <li>• System Owner W-9 (if not already submitted)</li> <li>• Completed Change Request Form (if applicable). Please note that the Change Request Form is required if any changes occur to the system costs, equipment used, or total capacity.</li> </ul> <p>All Project Completion Documents should be submitted electronically via e-mail to <a href="mailto:cs@MassCEC.com">cs@MassCEC.com</a> with the subject line: "Project Completion Documents for CS2-(Application Number)".</p> <p>MassCEC staff reviews each Project Completion Form for completeness and accuracy. Copies of the Project Completion Form must be e-mailed 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.</p> <ol style="list-style-type: none"> <li>1. <b>Incomplete Project Completion Forms.</b> Primary Installer/Integrators that submit incomplete (e.g., energy efficiency requirement has not been met) or inaccurate forms will be notified by e-mail. 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.</li> <li>2. <b>Complete Forms.</b> MassCEC staff approves each project for payment and issues checks to Payees on a rolling basis.</li> </ol> <p>MassCEC reserves the right to conduct post-installation inspections of projects prior to approval for payments.</p> <p>The rebate payments are contingent on the as-built project's 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 it may choose to rescind the award.</p>
<p><b>Rebate Payment</b></p>	<p>Upon receipt of a complete Project Completion Form and its back-up documentation, and upon satisfactory completion of MassCEC post-installation inspections (if required), the rebate payment will be paid 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.</p> <p>Each System Owner must provide its social security or tax identification number through submission of a W-9 form. This information will be kept confidential and is not subject to the Public Disclosure provisions in Section 8.1 of this Program Manual. MassCEC will not release a rebate payment without receipt of this signed document.</p>

## 6.2 Attachments

<b>Attachment A-1: Residential Application</b> <b>Attachment A-2: Commercial Application</b>	Non-Expedited Application ( <b>Note:</b> Expedited Installers will submit the PowerClerk application)
<b>Attachment B</b>	Participant's Agreement
<b>Attachment C</b>	Intentionally Left Blank
<b>Attachment D</b>	Minimum Technical Requirements
<b>Attachment E-1: Instructions</b> <b>Attachment E-2: Project Production Estimator</b>	Project Production Estimator
<b>Attachment F</b>	Natural Disaster Relief Adder – Pricing Form

## 7 *Technical and Installation Requirements*

### 7.1 Minimum Requirements

<b>Minimum Technical Requirements</b>	All installations must comply with the Minimum Technical Requirements in Attachment D.
<b>Eligible and Related Equipment</b>	<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 applications that are permanently located on contiguous property of an eligible grid-connected customer and facility are eligible for rebates for systems up to 15 kW. All types of such facilities and buildings are eligible.</p> <p>Portable or temporary systems are not eligible for Commonwealth Solar II rebates.</p>
<b>Project Timeframe</b>	<p><b>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.</b></p> <p>All projects must be completed within six months of the Rebate Award date. Awards for Projects that do not achieve Project Completion within six months will be automatically rescinded, unless an extension is requested, in writing, by the System Owner, and approved by MassCEC.</p> <p>MassCEC maintains sole discretion on the determination of which projects qualify for such extensions. It is the general policy of MassCEC to <i>not</i> grant extensions unless there are extenuating circumstances.</p>
<b>Minimum Energy Efficiency Requirement</b>	<p>Prior to receiving the rebate payment from MassCEC, rebate each Host Customer must comply with one of the following requirements:</p> <ol style="list-style-type: none"> <li>1. Have an energy audit performed on all structures on its 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</li> </ol>

	<p>experienced energy services professional, <b>OR</b></p> <p>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> <p>Supporting documentation for either of the above must be provided to MassCEC.</p> <p><b>MassCEC strongly recommends, but does not require, that Host Customers perform any feasible measures recommended by such audits, as energy efficiency is generally the most cost-effective energy solution.</b></p> <p><b>Energy Efficiency Exception for New or Recent Construction:</b></p> <p>An energy audit is not required if a building was constructed in compliance with current energy codes (the 7<sup>th</sup> Edition of the Massachusetts State Building Code's <i>Energy Conservation Requirements</i>).</p> <p>Residential one- and two-family, detached buildings that can be established to have been constructed based upon a building permit issued after October 6, 2008, are exempted from the minimum energy efficiency requirements. 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 be established to have been constructed based upon a building permit issued after March 1, 2009, also are exempted from the minimum energy efficiency requirements.</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><b>Note:</b> While a new energy audit is not required if one was performed on the building within the last six years, homeowners are strongly encouraged to have another audit done. Additional energy efficiency incentives have been added to the Mass Save program over the last few years, for which customers may be eligible.</p>
<p><b>Energy Efficiency Resources</b></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"> <li>• MassSAVE (for residential customers): <a href="http://www.masssave.com/">http://www.masssave.com/</a></li> <li>• Cape Light Compact: <a href="http://www.capelightcompact.org/doc.ccm1?13">http://www.capelightcompact.org/doc.ccm1?13</a></li> <li>• NSTAR: <a href="http://www.nstaronline.com/business/">http://www.nstaronline.com/business/</a></li> <li>• National Grid: <a href="http://www.nationalgridus.com/masselectric/business/index.asp">http://www.nationalgridus.com/masselectric/business/index.asp</a></li> <li>• Western Massachusetts Electric: <a href="http://www.wmeco.com/business/default.aspx">http://www.wmeco.com/business/default.aspx</a></li> <li>• Unitil: <a href="http://services.unitil.com/fge/bus_cus_info.asp">http://services.unitil.com/fge/bus_cus_info.asp</a></li> </ul> <p>Municipal Lighting Plants (if applicable): <a href="http://www.dsireusa.org/incentives/index.cfm?re=1&amp;ee=1&amp;spv=0&amp;st=0&amp;srp=1&amp;state=MA">www.dsireusa.org/incentives/index.cfm?re=1&amp;ee=1&amp;spv=0&amp;st=0&amp;srp=1&amp;state=MA</a></p>

<p><b>System Energy Production Reporting Requirements</b></p>	<p><b>Manual or Automated PTS Reporting.</b> System Owners (or their designated PTS Representatives) are encouraged, but not required, to report the project's electrical output every month to MassCEC's Production Tracking System (PTS) located at <a href="http://www.masscec-pts.com">www.masscec-pts.com</a>. The monthly system production may be reported manually or automatically through a Data Acquisition System (DAS). The PTS is used to help MassCEC monitor project performance and we encourage all project owners to report their data. 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.</p> <p>In summary, reporting to the PTS involves the following steps:</p> <ul style="list-style-type: none"> <li>• Shortly after Project Completion paperwork is submitted to <a href="mailto:cs@masscec.com">cs@masscec.com</a>, MassCEC or the PTS Administrator will e-mail each System Owner (and its PTS Representative, if applicable) its PTS login information including a username and password. Upon receipt of the PTS login information, System Owners or their designated PTS Representatives should log in and retain their assigned usernames and passwords in a safe place for later use.</li> <li>• The System Owner, or designated PTS Representative, may go to the PTS website specified in the instructions and enter all first time data (e.g., the date the project started producing power, which must be after the utility authorization to interconnect).</li> <li>• Each month, unless using Automated Reporting through a DAS, the System Owner, or designated PTS Representative, can manually enter a meter reading into the website.</li> <li>• The System Owner should notify MassCEC if the PTS Representative has changed.</li> <li>• Smaller systems may also elect to voluntarily adopt automated reporting.</li> </ul> <p><b>Note: if the System Owner is planning on participating in the RPS Solar Carve-Out market and selling SRECs, monthly production reporting to the PTS will be required.</b> MassCEC, as designated by DOER, serves as the Independent Third-Party Meter Reader and verifies monthly production for projects generating SRECs. <b>While it is not a requirement of the Commonwealth Solar II Rebate Program, any PV project greater than 10kW will be required to report monthly production through a DAS for the purposes of selling SRECs.</b> In addition, if you are adding solar capacity to an existing system, contact DOER to determine eligibility for the added capacity to generate SRECs. In some instances, additional capacity may need to be metered separately for purposes of selling SRECs. For more information about reporting requirement and the PTS, visit the <a href="#">Production Tracking System Guide</a>.</p>
---	--

**7.2 Other Requirements (Public Projects Only)**

<p><b>Public Procurement Compliance (MA)</b></p>	<p>Massachusetts public entities seeking a Commonwealth Solar II rebate must demonstrate compliance with Massachusetts Public Procurement Law. For</p>
--	--

<b>public entities only)</b>	more information: <a href="http://www.mass.gov/ig/">http://www.mass.gov/ig/</a> . 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.
<b>Prevailing Wage for Public Projects</b>	In the cases of projects on public buildings, prevailing wages are required by Massachusetts law regardless of the size of the rebate award. For public projects, the Host Customer is responsible for submitting the proper documentation to the Division of Occupational Safety of the Massachusetts Department of Labor. For more information: <a href="http://www.mass.gov/dos/pw/index.htm">http://www.mass.gov/dos/pw/index.htm</a>

## 8 **General Commonwealth Solar II Conditions**

### 8.1 **Notice of Public Disclosure**

#### 8.1.1 **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. Materials that fall under certain categories, however, may be exempt from public disclosure under a statutory or common law exemption, including the limited exemption at Chapter 23J, Section 2(k) of the Massachusetts General Laws regarding confidential information submitted to MassCEC by an applicant for any form of assistance. 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.

#### 8.1.2 **Procedures for Handling Documents Identified as "Confidential Information"**

**8.2 An applicant may assert a claim of confidentiality for these categories of materials by clearly identifying the documents, reports, or other information for which it wishes to receive confidential treatment and by attaching the confidentiality cover letter [linked here](#).**

#### 8.3 **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.

#### 8.4 **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.

### **8.5 Changes/Amendments to the Program Manual**

This Program Manual has been distributed electronically using MassCEC's website. It is the responsibility of System Owners and Primary Installers/Integrators 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 and Primary Installers/Integrators who submit an application based on an out-of-date Program Manual and/or related document.

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.