



PLEASE REVIEW BEFORE PROCEEDING TO THE APPLICATION

Read, initial below and submit with application.

Customer Guidance:

1. Education about photovoltaic (PV) systems, the HELPS PV rebate program and Solar Renewable Energy Credits (SREC) is important to ensure that you know the costs and benefits of PV. Do the following before calling an installer.
 - a. If you are not familiar with PV and want to get a general understanding check out this link, <http://www.nrel.gov/docs/fy04osti/35297.pdf> it contains general information about PV.
 - b. More specific information about PV in Massachusetts can be found at <http://www.masscec.com/technology/solar-electricity>. Not all information on the MassCEC site is pertinent to Ipswich since Ipswich runs its own rebate program.
 - c. Get multiple quotes before you sign an agreement with an installer, the SEBANE website has many installers listed. <http://www.sebane.org/>
 - d. Contact HELPS PV via email at: HELPS-PV@ipswichutilities.org or call 1-413-308-1352 with any questions about equipment, costs or installers.
2. Do not sign a contract, if you have any doubts, without first discussing your project with HELPS PV.
3. Review the installer guidance below to become familiar with their requirements and other program requirements.
4. Ipswich Utilities encourages sizing your PV system to provide **no more than 80%** of your existing annual electrical consumption. This lowers the cost of your PV system, provides for a modest net-metering potential and benefits all rate payers.

Installer Guidance:

1. An Installer must know the requirements of the Ipswich HELPS PV rebate program. If there is any uncertainty please contact us at: HELPS-PV@ipswichutilities.org or call 1-413-308-1352.
2. The installer has an obligation to educate the customer regarding HELPS PV program requirements, rebate levels and the process for project approval, receiving a rebates and the Ipswich SREC aggregation services.
3. HELPS PV does receive and solicit customer feedback. We will follow-up on complaints. Multiple customers complaints will initiate a process that may result in the installer being barred from installing PV projects in Ipswich.
4. You have an obligation to assist the customer with all required HELPS PV paperwork. Always provide Ipswich customers with a complete service, including the submission of all required paperwork. Not providing this level of assistance may exclude you from further participation in HELPS PV.
5. Power Purchase Agreements are not allowed in Ipswich. Only the light department can sell electricity within Ipswich.
6. Installers may provide leases once the lease agreement is reviewed by HELPS PV and Ipswich Utilities. A lease document may be submitted at: HELPS-PV@ipswichutilities.org
7. Submit a complete project application with all the required documentation included. Supporting documentation is listed on page 2 of the application. Incomplete applications delay the approval process. Repeated incomplete applications can be grounds for exclusion from the program. Production estimates and shading analysis documentation are included in the required documents.
8. The review of a HELPS PV application can take up to two weeks. We strive to process an application as quickly as possible but workloads do affect turnaround times.
9. Project pricing is reviewed in the approval process. If HELPS PV feels the cost per kw installed for a project is too high. We will contact the Installer and the customer for further justification.
10. Projects >10 kW are not eligible for a rebate.
11. Ipswich Utilities encourages installers to size PV systems appropriately to meet the customer's electrical needs and not solely to maximum net-metering output. Ipswich Utilities encourages installers to size systems to meet **no more than 80%** of the customers annual electrical use.
12. Program requirements and project eligibility are subject to change.
13. SRECs are aggregated through the MMWEC aggregation for all PV projects in Ipswich.

Customer Initials and Date:

Installer Company Name and Date:



HELPS PV PHOTOVOLTAIC REBATE APPLICATION FORM



OWNER INFORMATION	
Customer Name	Electric Account Number:
Street Address:	Phone #:
City, State & Zip Code:	Email:

SYSTEM REPRESENTATIVE INFORMATION (RESPONSIBLE FOR REPORTING TO HELPS PV - (HOMEOWNER OR INSTALLER))			
System Representative :	Phone #:		
Company (if applicable):	Email:		
Street Address:	City:	State:	Zip:

CONTRACTOR AND INSTALLER INFORMATION - IF MORE THAN ONE CONTRACTOR LIST THEM ALL			
Contractor/Vendor Company:		Date Contract Signed:	
Contractor/Vendor Contact:		Contractor License #:	
Taxpayer Identification Number (if receiving rebate)			
Street Address		Phone:	
City:	State:	Zip:	Email:



In addition to this completed rebate application form, with original signatures, the following supporting materials must be submitted at the time of application:

- _____ Applicable technical worksheet(s) including production estimates
- _____ Site plan showing orientation and location of critical components
- _____ One line electrical diagram showing all major components and interconnections
- _____ Budget and cost estimates, and/or copies of quotations from vendors
- _____ A list of all major components by manufacturer, including model numbers.
- _____ Copy of contract or proposal between the customer/facility owner and the installer/vendor
- _____ A utility billing summary for the past twelve (12) months

I certify that the statements made in this application, including all attachments and exhibits, are true and correct to the best of my knowledge.

Applicant (Print Name):	Signature of Applicant /Authorized Representative:
Name of Authorized Representative (Printed):	Title of Authorized Representative:
Daytime Phone #:	Date of Application Submittal:
Anticipated Project Start Date:	Anticipated Project Completion Date:

Mail to:
 HELPS PV
 Attention: Program Manager
 327 Moody Street
 Ludlow, MA 01056
 Or, email to HELPS-PV@ipswichutilities.org



PV Technical Worksheet

System Owner/Applicant:	Project/System name:
PV Manufacturer:	Quantity of PV Units:
PV Model#:	Rated Output (in watts)
PV Panel Rate Efficiency:	Total Array Surface Area (sq.ft.):
Inverter Manufacturer:	Quantity of Inverters:
Inverter Model:	Max Rated Inverter Output (per unit):
Inverter Location:	Location of AC Disconnect Switch:
Max. Rated System Output (kW):	Estimated Annual Production (kWh): (PVwatts or other) Gross: Before shading: Net: After shading:
Array Type: <input type="checkbox"/> Fixed <input type="checkbox"/> Single axis azimuth tracking <input type="checkbox"/> Dual axis tracking <input type="checkbox"/> Inclination adjusted seasonally <input type="checkbox"/> Other (describe):	Array Location: <input type="checkbox"/> Rooftop <input type="checkbox"/> Pole or ground mount
Azimuth (must be between 90° and 270°; 180° = true south):	Inclination or Tilt (flat on roof = 0° ; vertical on wall = 90°):
Total PV System Cost (before tax credits, rebates and incentives)	Average % Shaded:

PV Incentive Calculation Table

<p>Base Incentive = \$.80 per Watt</p> <p>Additional Incentive: Components made in the USA (either PV Panels or Inverter required for eligibility) \$0.05 per Watt. Total Incentive cannot be more than \$4,250</p>
Base Incentive X Rated Output (Watts):
USA Component Adder x Rated Output (Watts):
TOTAL REBATE REQUESTED:
Assign Rebate to: (applicant/vendor/installer)