

STATE OF NEW HAMPSHIRE

COMMISSIONER  
Jared S. Chicoine

DEPUTY COMMISSIONER  
Christopher J. Ellms, Jr.



DEPARTMENT OF ENERGY  
21 S. Fruit St., Suite 10  
Concord, N.H. 03301-2429

TDD Access: Relay NH  
1-800-735-2964

Tel. (603) 271-3670

FAX No. 271-1526

Website:  
[www.energy.nh.gov](http://www.energy.nh.gov)

May 16, 2022

To: All Interested Persons

Re: Modifications to Renewable Energy Fund (REF) Incentive Program Applications

Dear Interested Persons:

On May 13, 2022, Department of Energy (DOE) staff filed a recommendation for modifications to the application processes for four Renewable Energy Incentive Programs initially adopted by the Public Utilities Commission (PUC) and now administered by the DOE: the Commercial and Industrial Solar Program (C&I Electric Program) (prior PUC Docket DE 10-212); the Residential Renewable Electric Generation Incentive Program (Residential Electric Program) (prior PUC Docket DE 15-302); the Renewable Energy Incentive Program for Commercial and Industrial Bulk Fuel-Fed Wood Pellet Central Heating Systems (C&I Pellet Program) (prior PUC Docket DE 13-298); and the Residential Bulk-Fed Wood Pellet Furnace and Boiler Incentive Program (Residential Pellet Program) (prior PUC Docket DE 16-614).

The PUC approved the initiation of those four rebate incentive programs utilizing funds from the Renewable Energy Fund (REF) established and existing under RSA 362-F:10, and established a two-step application process for each rebate program, including the approval of forms required to be submitted in each step of the application process. Since that time, the PUC has made modifications to these programs, including adjustments to the application processes for each program within the above referenced dockets. The PUC's prior orders also authorize relevant staff to make certain changes to the application forms and processes to achieve greater efficiency in administration.

The DOE came into existence on July 1, 2021, and many functions previously performed by the PUC were transferred to the DOE. Under RSA 362-F, as amended effective on that date, the DOE is now responsible for administration of the Renewable Portfolio Standard, the REF, and the REF-funded programs, under the relevant PUC orders as well as its own statutory authority. *See* RSA 12-P:14. The four REF-funded incentive programs listed above were established under RSA 362-F:10, and therefore modifications of related application and administrative processes now may be made by the DOE.

DOE staff recommended changes to the application process for each REF rebate program in order to facilitate efficient application processing. Staff recommended removing the notarization requirements for the C&I Electric Program, C&I Pellet Program, and Residential Pellet Program. Staff further recommended that DOE no longer require submission of social security numbers for the Residential Pellet Program and instead use the vendor registration process administered by the Department of Administrative Services (DAS), as is done for the Residential Electric

Program. Finally, the staff recommended permanently allowing electronic submission of all program applications for all four REF-funded incentive programs.

DOE staff noted a successful transition to electronic filing for current programs allowing such submittals, as well as the improved processing efficiencies and reduced administrative burden to both applicants and DOE staff resulting from previous similar changes to the Residential Electric Program.

In light of improved processing efficiencies due to the temporary permission of electronic application filing, electronic filing is an appropriate and effective method of application submission for the REF-funded incentive programs and therefore electronic filing should be permitted as the primary submission method for the four programs. Paper filings of Step 1 and Step 2 applications for those programs should continue to be permitted, if the applicant prefers. It should be noted that filing of paper copy applications may affect application processing times.

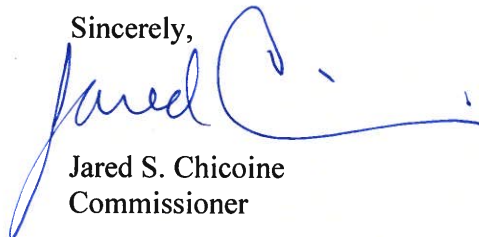
The vendor registration process enables electronic submission and transitions the transfer of sensitive personally identifiable information (PII) to the secure DAS process platform. That modification results in reduced administrative burden and increased applicant information security for both applicants and DOE staff, and therefore transition of the Residential Wood Pellet Program to the vendor registration process as used in the Residential Electric Program is approved.

Accordingly, applicants for the Residential Pellet Program submitting Step 2 applications for completed projects should now register as vendors with the State of New Hampshire and provide the necessary information through the state vendor registration process administered by DAS.<sup>1</sup> Vendor registration instructions should be provided on the DOE rebate program web page and included with Step 2 application information.

I also find that staff's recommendation to remove the notarization requirement for the C&I Electric Program, C&I Pellet Program, and Residential Pellet Program will simplify the application processes and reduce the time necessary to submit and process applications and that recommended change is therefore approved.

Pursuant to the statutory authority cited above, the recommended application process modifications described above are hereby approved, effective as of the date of this letter order.

Sincerely,



Jared S. Chicoine  
Commissioner

---

<sup>1</sup> Information regarding state vendor registration is available through the Department of Administrative Services' website at: [https://das.nh.gov/purchasing/vendorregistration/\(S\(dsvtvv55ast1xtfm23it1155\)\)/welcome.aspx](https://das.nh.gov/purchasing/vendorregistration/(S(dsvtvv55ast1xtfm23it1155))/welcome.aspx).