



New Hampshire Department of Energy  
 21 S. Fruit St. Suite 10  
 Concord, NH 03301-2429  
 603-271-3670

For Department use only:

Date Received

**STEP 2 FINAL INCENTIVE REQUEST FORM**  
 (Revised 05-01-2024)

**FOR COMMERCIAL & INDUSTRIAL SOLAR PROJECTS LESS THAN OR EQUAL TO 500 kW AC,  
 OR LESS THAN OR EQUAL TO 100 KW THERMAL EQUIVALENT**

*Step 1 Incentive Pre-Approval for facilities operational on or after March 16, 2020 MUST be approved by the Department of Energy prior to approval of Step 2.*

*All program requirements and documentation must be complete and submitted in order to receive approval for an incentive payment. Please submit the completed application and attachments electronically to:*

*CISolarRebate@energy.nh.gov*

*New Hampshire Department of Energy, Sustainable Energy*

**CONTACT INFORMATION**

<b>Applicant</b>	<b>Business/Entity Name</b>		<b>Primary Contact Name</b>		
<b>Facility Installation Address</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Mailing Address</b> <i>(if different from installation address)</i>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Phone 1</b>		<b>Phone 2</b>			
<b>Email</b>					

<b>Application #</b> <i>(see Step 1 approval letter)</i>	<b>Date Project Became Operational</b>	<b>Interconnection Electric Meter Number</b> <i>(Current and Original)</i>
		<b>Current:</b>
		<b>Original:</b>

**INCENTIVE CALCULATION FOR PV FACILITIES**

<b>1.a</b>	<b>Total PV Capacity (watts AC)</b>	<b>1.b</b>	<b>Total PV Capacity (watts DC)</b>	<b>1.c</b>	<b>Total Eligible Facility Costs (do not include self-install labor costs or used equipment costs)</b>
					\$

**Use the following calculations:**

<b>Watts AC (1.a above) x \$.20/watt</b>	<b>Watts DC (1.b above) x \$.20/watt</b>	<b>Total Eligible Facility Costs (1.c above) x 25%</b>
\$	\$	\$

<b>1.d Project Incentive Cap</b>	<b>Original Incentive Amount Requested</b> <i>(from Step 1 application)</i>	<b>Final Incentive Amount Requested</b> <i>(Lesser amount from 1.a, 1.b, 1.c, and 1.d calculations.)</i>
\$ 10,000	\$	\$

**INCENTIVE CALCULATION FOR SOLAR THERMAL FACILITIES 100 kW AC OR LESS THERMAL EQUIVALENT**

**For thermal systems that are 15 collectors in size or fewer**

2.a	Rated or Modeled kBtu/yr	x	\$0.12	=	\$	2.b	25% total system cost	=	\$

The incentive amount is 25% of the Total System Cost (2.b), or Rated kBtu/yr x \$0.12 (2.a), or \$50,000, whichever is less.

<b>Rebate Requested</b>
\$

**For thermal systems that are greater than 15 collectors**

3.a	Rated or Modeled kBtu/yr	x	\$0.07	=	\$	3.b	25% total system cost	=	\$

The incentive amount is 25% of the Total System Cost (3.b), or Rated kBtu/yr x \$0.07 (3.a), or \$50,000, whichever is less.

<b>Rebate Requested</b>
\$

**OTHER INCENTIVES RECEIVED** (Please list all other incentives applied for and/or received)

Name/Description (e.g., USDA REAP; federal, state or local grants; utility incentives; etc.)	Amount
	\$
	\$

**CHANGES SINCE STEP 1 APPLICATION**

	Were there changes?	
If contact information has changed for the applicant, site owner, installer, developer, electrician, or plumber, provide the updated contact information including name, address, city, state, zip, phone, and email on a separate attachment.	NO CHANGES <input type="checkbox"/>	YES. Attachment provided. <input type="checkbox"/>
Are there any other material changes from the information included in the Step 1 application that have occurred since the date of the Step 1 application? If so, provide details on a separate attachment.	NO CHANGES <input type="checkbox"/>	YES. Attachment provided. <input type="checkbox"/>

CHECK BOX at left if NO CHANGES in project costs and equipment from Step 1 application. If CHANGES from Step 1 application occurred, provide information in appropriate tables directly BELOW.

PROVIDE FINAL AS-BUILT PROJECT COSTS AND EQUIPMENT INFORMATION BELOW				Total Cost
<b>Modules or Collectors</b>				\$
Quantity	Manufacturer	Model	Watts Per Unit or kBtu/year	
<b>Inverters</b>				\$
Quantity	Manufacturer	Model	Watts Per Unit (max AC)	
Other Equipment (Used Equipment is NOT an Eligible Project Cost)				\$
Site Work				\$
Labor Cost (Self-Install Labor is NOT an Eligible Project Cost)				\$
Other Eligible Costs (Used Equipment is NOT an Eligible Project Cost)				\$
<b>GRAND TOTAL Eligible Project Costs</b> (excluding Self-Install Labor and Used Equipment Costs)				\$

REQUIRED ATTACHMENTS			
As outlined in Step 1: Incentive <a href="#">Pre-Approval Application</a> Program Eligibility, Terms and Conditions, Item Numbers 31, 32, 33, 34, and 35.			
All applications must include the following. Check each box to acknowledge documents are attached or were separately submitted.			
<input type="checkbox"/>	<b>Invoices:</b> Attached are copies of invoices showing payment in full of all system costs, unless amount equal to approved rebate will not be paid until incentive has been paid to applicant.	<input type="checkbox"/>	<b>NH REC Certification:</b> The Applicant has met REC eligibility criteria, submitted a complete NH REC application, and become REC certified by the Department of Energy, REC Authorization documentation is attached. <b>If the facility is deemed to not be REC eligible, the facility will not be eligible for a rebate.</b>
For Photovoltaic (PV) Facilities:		For Solar Thermal Facilities:	
Photos of the entire PV system are required. This includes all of the following:		Photos of the entire solar thermal system are required. This includes all of the following	
<input type="checkbox"/>	All solar modules (so they can be counted)	<input type="checkbox"/>	All collectors
<input type="checkbox"/>	All inverters	<input type="checkbox"/>	The storage tank(s)
<input type="checkbox"/>	The utility meter	<input type="checkbox"/>	Photo of the Btu meter (including production screen)
<input type="checkbox"/>	The revenue grade production meter	<input type="checkbox"/>	Documentation of the Btu meter (web-based or otherwise)
A Copy of final executed utility interconnection agreement, including Exhibit B is required.		<b>THE DEPARTMENT OF ENERGY MAY REQUIRE ADDITIONAL DOCUMENTATION AS OUTLINED IN THE STEP 1 APPLICATION, TERMS AND CONDITIONS REQUIRING DOCUMENTATION UPON REQUEST.</b>	
<input type="checkbox"/>	A copy of the final executed interconnection agreement is attached		
<input type="checkbox"/>	A copy of Exhibit B or Certificate of Completion is attached		

Please see page 4 for required authorizations and declarations that must be signed.

**RECERTIFICATION AND DECLARATION OF INSTALLER**

The Undersigned Installer declares under penalty of perjury that:

1. The facility and its associated materials were installed according to generally accepted design and installation principles and practices that best support optimal energy production and lifespan of the facility;
2. The installer has read and understands the terms and conditions set forth in this application with attachments and agrees to abide by those requirements;
3. The installer recertifies full compliance with all program Terms and Conditions as certified in the Step 1 Incentive Pre-Approval Application for Commercial & Industrial Solar Projects Less Than or Equal to 500 kW AC, or Less Than or Equal to 100 kW Thermal Equivalent;
4. If the invoice was paid in full, the installer agrees to refund to the applicant an amount equal to the approved rebate if the rebate is not paid because of non-compliance with program Terms and Conditions;
5. The information provided in this application is true and correct to the best of his or her knowledge; and
6. The installer agrees that the facility and documents and certifications supporting the application may be inspected and audited by the Department of Energy or its consultant.

\_\_\_\_\_  
Installer's Signature (*Only one signature needed per entity*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Person Signing

\_\_\_\_\_  
Title, if applicable

\_\_\_\_\_  
Company, if applicable

**RECERTIFICATION AND DECLARATION OF APPLICANT**

The Undersigned Applicant declares under penalty of perjury that:

1. The applicant has purchased and installed the renewable energy facility described in this application;
2. The applicant has read and understands the terms and conditions set forth in this application with attachments and agrees to abide by those requirements;
3. The applicant recertifies full compliance with all program Terms and Conditions as certified in the Step 1 Incentive Pre-Approval Application for Commercial & Industrial Solar Projects Less Than or Equal to 500 kW AC, or Less Than or Equal to 100 kW Thermal Equivalent;
4. The information provided in this application is true and correct to the best of his or her knowledge; and
5. The applicant agrees that the facility and documents and certifications supporting the application may be inspected and audited by the Department of Energy or its consultant.

\_\_\_\_\_  
Applicant's Signature (*Only one signature needed per entity*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Person Signing

\_\_\_\_\_  
Title, if applicable

\_\_\_\_\_  
Company, if applicable

**PAYMENT INFORMATION**

Taxpayer ID Number (TIN) or Employer ID Number (EIN) is required for payment purposes. **If you are a sole proprietorship and need to submit a Social Security Number for payment, please contact the Department for further instruction.** An IRS Form 1099, Report of Miscellaneous Income, will be issued for this rebate payment. Please consult your financial or tax advisor to determine if this rebate payment is considered taxable income.

The following information will be held confidentially at the Department of Energy offices or at the office of the State Treasurer.

**Applicants who or which do not provide their TIN, EIN, will NOT be eligible for the incentive payment.**

Primary Contact Name \_\_\_\_\_ Business/Entity Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

Email \_\_\_\_\_ TIN, EIN, or \_\_\_\_\_

(CONFIDENTIAL)

**NH VENDOR NUMBER**

**Please provide your NH Vendor Number**

**HOW TO REGISTER AS A NH VENDOR (REQUIRED):**

*IN ORDER TO EXPEDITE PAYMENT, NH DOE IS REQUIRING REBATE RECIPIENTS TO REGISTER AS A VENDOR WITH THE STATE OF NEW HAMPSHIRE.*

*TO REGISTER AS A VENDOR, PLEASE VISIT THE NEW HAMPSHIRE DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS) WEBSITE ([HTTPS://APPS.DAS.NH.GOV/VENDORREGISTRATION/\(S\(COCG5QNCX1POTJOVJG30WLYW\)\)/WELCOME.ASPX](https://apps.das.nh.gov/vendorregistration/(S(COCG5QNCX1POTJOVJG30WLYW))/WELCOME.ASPX)) AND COMPLETE THE REQUIRED FORMS. DAS WILL ISSUE YOU A VENDOR REGISTRATION NUMBER WITHIN A FEW DAYS OF SUBMITTING THE REQUIRED FORMS.*

*ONCE YOU HAVE RECEIVED YOUR VENDOR NUMBER, PLEASE ENTER IT ABOVE OR SEND IT TO US. WE CAN NOT ISSUE A REBATE WITHOUT THIS INFORMATION.*

*IF YOU HAVE QUESTIONS ABOUT THE VENDOR REGISTRATION FORM, PLEASE CONTACT DAS VIA EMAIL AT [PRCH.WEB@DAS.NH.GOV](mailto:PRCH.WEB@DAS.NH.GOV)*

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**PLEASE CONTINUE TO PAGE 7 OF THIS APPLICATION.**

General Program Terms and Conditions		
Item No.	TERMS AND CONDITIONS	DESCRIPTION
1.	System not Removed	The system cannot be removed from installation site for at least 10 years.
2.	Rebate Payment	Payment will be made to applicant, after submittal of complete Step 2 application and review by the New Hampshire Department of Energy (Department), subject to potential full verification and/or on-site system inspection by the Department or its authorized third party contractor.
3.	Inspection/Audit	<ul style="list-style-type: none"> <li>The Department or Department-authorized third party contractor may inspect and/or audit the project and request performance data for up to 10 years following approval of the Step 2 application and payment of the incentive. If the Department determines that the applicant or system has violated any program terms or conditions that cannot be corrected or reconciled, as applicable, then the applicant will be required to repay the rebate, and the project will not be eligible for a program incentive.</li> <li>Any facility funded under this program is subject to inspection and monitoring by the Department of Energy, the State Fire Marshall, local code authorities, or their agents, for program and code compliance and performance, in addition to any monitoring prescribed in an interconnection agreement between the utility and the owner of the facility.</li> </ul>
4.	Installer/Electrician/ Development Team Suspension or Debarment	Installer/Electrician/Development Team may be suspended or debarred from submission of any or some number of rebate applications, if found to have violated material program terms, performed poor quality installation, installed substandard equipment, or made material misrepresentations in applications. Suspension or debarment to be in effect for a specified number of months or years, depending on severity of violations found.
5.	Step 1 and Step 2 Applications	The Step 1 application does not constitute the complete incentive application. The applicant must also complete a Step 2 application upon facility installation, interconnection (for electric facilities), and facility operation and meet all the terms and conditions of the program in order to receive the incentive payment
6.	Availability of Funds	Incentives are subject to the availability of funds received by the Department of Energy under RSA 362-F and appropriated by the legislature.
7.	Order of Application Processing	Each application will have a queue position for processing based on the order in which it was received except as otherwise determined through the initial lottery process and related waitlist provisions. Applications that are not complete when submitted will be denied and will have to be resubmitted if and when they are complete. Applications that are complete but require further clarification or explanation will maintain their queue position only if the applicant provides all of the required clarification, and explanation is concluded within two weeks of the written or e-mail request from Department staff for such clarification and explanation. Applications that meet all program requirements will be approved for incentive payments subject to timely submission of a completed Step 2 application that is consistent in all material respects with the approved Step 1 application. If the applicant submits a Step 2 application that is not consistent in all material respects with the approved Step 1 application, then the applicant may be eligible to receive an incentive payment based on the lower of either the project described in the approved Step 1 application or the project described in the Step 2 application.
8.	C&I Solar Rebate Program Waitlist	Once all allocated funds are reserved, applications will be placed on a waitlist based on their queue position. Applications on the waitlist will not be processed or reviewed until funding is available. There is no guarantee that any funding will be available for waitlisted applications.
9.	Confidentiality Requests	If an applicant believes that any information submitted in connection with its application for an incentive payment contains confidential, commercial, or financial information that should be afforded confidential treatment by the Department, then the applicant must request such confidential treatment in writing. Social security number(s), taxpayer ID numbers (TIN), and employer ID numbers (EIN) will remain confidential to the extent permitted under the NH Right-to-Know law, RSA 91-A.
10.	Tax Treatment of Incentive Payment	Any incentive payment received under this program may be treated as taxable income by the Internal Revenue Service. It is the responsibility of the recipient of the incentive payment to consult with his, her or its tax advisor to determine the correct tax treatment of these payments. Applicants who do not provide their Federal Taxpayer ID or Employer ID, as applicable, will not be eligible to receive the incentive payment. <b>If you are a sole proprietorship and need to submit a Social Security Number for payment, please contact the Department for further instruction.</b>
11.	Program Modification and Clarifications	The Department reserves the right to modify or clarify approved program terms, conditions, or technical requirements when it is deemed to be in the public interest. A history of the program initial terms and conditions and subsequent modifications and clarifications can be found in Commission Docket No. DE 10-212 ( <a href="http://www.puc.nh.gov/Regulatory/Docketbk/2010/10-212.html">http://www.puc.nh.gov/Regulatory/Docketbk/2010/10-212.html</a> ).
12.	Rejection of Application and Removal from Queue	Incomplete, inaccurate, ineligible, or illegible applications will be rejected and removed from the application queue, and the applicant will be notified of such action.
13.	Renewable Energy Fund Acknowledgement	Projects receiving a rebate must acknowledge the Renewable Energy Fund as a source of funds used for the project in any literature, press release, or public discussion of the project.