  District of Columbia Renewable Energy Incentive Program

**FISCAL YEAR 2013**

**SOLAR PHOTOVOLTAIC INCENTIVE**

The Renewable Energy Incentive Program (REIP) operates on a first-come, first-served basis, and will continue processing applications until all funds are committed. The program was established by the Clean and Affordable Energy Act of 2008 (CAEA). Fiscal year 2013 will end on September 30, 2013.

Pursuant to CAEA Section 209(l) [D.C. Official Code § 8-1774.09(l)], DDOE may adjust the rebate amounts of the incentive program to reflect market conditions and the prevailing prices of renewable energy systems.

Only one REIP rebate per system type may be awarded per unique installation address, per program year.

For the current incentive structure, visit the following webpages:

Residential - <http://green.dc.gov/service/renewable-energy-incentive-program-reip-residents>

Non-Residential - <http://green.dc.gov/service/renewable-energy-incentive-program-reip-businesses>

**Rebate fulfillment is contingent upon the availability of funds in a given fiscal/program year. Submission of an application to the program does not guarantee receipt of a rebate or the amount of a rebate.**

Applications may be emailed, hand-delivered or mailed to DDOE by post or courier to:

The Renewable Energy Incentive Program

District Department of the Environment

1200 First St NE, 5th Floor

Washington, DC 20002

**Application**

The REIP Application can be completed in Microsoft Word and when submitted, must include the required supporting documents to be deemed complete. Application materials and examples of supporting documents are available on DDOE’s renewable energy incentive program website. Visit DDOE online at [www.greenenergy.dc.gov](http://www.greenenergy.dc.gov) or call Daniel White at 202.299.2163 or Olayinka Kolawole at 202-671-4096 for additional information.

**Supporting Documentation**

In addition to the REIP Application, supporting items are also required and must be enclosed with all applications. These documents provide valuable data, allow for effective system performance monitoring, and will assist DDOE in planning for renewable energy capacity expansion.

The required documentation is as follows:

* Completed REIP Photovoltaic Application
* Proof of deposit or Signed cost estimate/purchase order
* A Copy of the Certificate of Clean Hands (Retrieved within 30 days of the receiving the request to submit the full application materials). Certificates can be obtained at: <http://dcforms.dc.gov/webform/certificate-clean-hands-formerly-certificate-good-standing>
* Site plan (photos, an aerial map, or renderings identifying the location of collectors or modules, their orientation and their tilt)
* Shading analysis (if shading exists between 9am and 3pm any time of the year). A PV Watts output calculation printout will be accepted if shading is not an issue.
* District of Columbia Master Supplier Form
* IRS Form W-9 Federal Tax Identification
* Pepco electric bill for address of installation location

Additional supporting documents required for applicants seeking consideration under the REIP [Residential – Low-Income](http://green.dc.gov/node/422192) Option:

* Property Owner’s proof of income (paystub, W-2, LIHEAP award Letter, or HUD statement, etc.)

Applications are reviewed only upon receipt of a full application packet with supporting documents. DDOE will notify the applicant of the amount of the rebate upon approval of the full application, at which time rebate payment requests will be processed. Rebates will be issued in 30-45 business days after confirmation of approval by DDOE of all required project documentation, including a signed invoice or system contract indicating system equipment has been ordered/purchased. **For third party owner applications, the full REIP rebate amount MUST be used for the system located at the installation address provided in the REIP application.**

**Project Implementation**

The applicant has six months from the date of payment confirmation to complete the installation. A six month extension may be granted by DDOE only after submission and approval of a formal written request for an extension submitted 5 days before the end of the initial 6 month period. Systems must be completed in their entirety within twelve months from the date of payment confirmation. **If this condition is unmet, the applicant must return the rebate to DDOE. Failure to return the rebate will result in the placement of a lien on the applicant’s real and personal property to secure repayment.**

**Completion Certificate**

Within 14 days of project completion, the applicant must provide all the information required on the “Photovoltaic System Completion Certificate” (available on the REIP website) and enclose the necessary supporting documentation.

**Questions?**

Please visit [www.greenenergy.dc.gov](http://www.greenenergy.dc.gov) for more information. For further clarification, send an e-mail with the subject “Photovoltaic Incentives” to Olayinka.Kolawole@dc.gov or Daniel.White2@dc.gov.



District of Columbia Renewable Energy Incentive Program

**FISCAL YEAR 2013**

**PHOTOVOLTAIC INCENTIVE APPLICATION**

Are you seeking consideration for the Residential Low-Income Option?: [ ]  Yes [ ]  No

PEPCO Account Number:      /      DDOE REIP Reservation Number:

**\*Property Owner must provide a copy of the most recent utility bill with this application.**

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| 1a. PROPERTY OWNER INFORMATION (APPLICANT - IF PROPERTY OWNER IS SYSTEM OWNER) |

[ ]  Mr. [ ]  Mrs. [ ]  Ms. [ ]  Dr. First Name:      Last Name:

Company/Organization Name (if applicable):       Contact Person:

Daytime Phone:       Fax:       Mobile:

Email:

Installation Address:

Installation Address2:

Washington, District Columbia Zip Code:      Date Building Constructed:

Mailing Address (if different):

City:      State:      Zip Code:      SSN/Tax I.D. Number:

Project Type: [ ]  Residential [ ]  Commercial [ ]  Non-Profit [ ]  Institution [ ]  House of Worship

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| 1b. THIRD-PARTY INFORMATION (APPLICANT - IF THIRD-PARTY IS SYSTEM OWNER) |

Company or Institution:

Contact Person:

Daytime Phone:      Fax:       Email:

Address:

Address2:

City:       State:       Zip Code:       SSN/Tax I.D. Number:

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| 3. CONTRACTOR/INSTALLER |

Company Name:      Contact Person:

Daytime Phone:      Fax:       Email:

Address:      Address2:           Zip Code:

SSN/Tax I.D. Number:      Primary DC License (e.g. Home Improvement, Business, Contractor):

DC License Number:

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| 4. SYSTEM CONTACT INFORMATION |

Please provide contact information for parties authorized to discuss public relations opportunities with a representative from the District Department of Environment:

Applicant (listed above) [ ]  Contractor/Installer (listed above) [ ]  Additional Company:      Additional Person(s):      Daytime Phone:      Fax:       Email:

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| 5. SYSTEM INFORMATION |

Panel Type:      Total System Size:      Watts (DC)

Manufacturer:      Model Number:       Quantity:

Inverter Manufacturer:       Model Number:       Quantity:

Anticipated Construction Start Date:       Estimated Completion Date:

Expected Date of Interconnection:

Estimated Percentage of Current Electricity Use Offset by Proposed System:      %

Estimated Emissions Reductions:      pounds CO2/year       pounds NOX/year       pounds SOX

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| 6. PROJECT DESCRIPTION |

Briefly describe your project, including any plans to provide educational outreach and the ability to monitor the installation’s energy production. Additional pages may be attached to this application.

Roof Shading: Attach shading sketch plot or engineering analysis

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| 7. PROJECT AFFIDAVIT |

The undersigned warrants, certifies and represents that 1) the information provided in this form is true and correct to the best of his or her knowledge; 2) the Installer/Contractor has explained the system operation and maintenance to the Applicant; 3) the installation will meet all DDOE REIP requirements; 4) the Property Owner gives permission to DDOE to review their electric account information, both prior to installation and subsequent to installation; 5)The Property Owner is the Customer of Record for any Utility Accounts applied under;

**Property Owner**

Signature:

Print Name:

Date:

**Third Party Owner (Required only if Third Party is System Owner)**

Signature:

Print Name:

Date:

**Contractor/Installer**

Signature:

Print Name:

Date:

**Rebate fulfillment is contingent upon the availability of funds in a given fiscal/program year. Submission of an application to the program does not guarantee receipt of a rebate or the amount of a rebate.**