



Program Guide for Solar Water Heating Allies

Developed by Energy Trust of Oregon

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Revisions

Energy Trust updates this Program Guide periodically. Revisions from the previous version are summarized in the table, below.

Version 4. September, 2012 Revisions

Section	Revision
All	Corrected formatting
Part 2	Revised process for submitting revisions during the incentive reservation period, requesting a verification and submitting an self-verification
Part 3	Made minor changes to the design ally process for applying for preliminary incentive reservations; updated form number references
Appendix A	Updated forms, added PowerClerk communications, added form type

Part 1. General Guide for all Solar Water Heating Allies

1.1 Introduction

1.1.1 Purpose of the Program Guide

This Program Guide provides an overview of Energy Trust's Solar Water Heating Program (also referred to as the "Program") requirements, processes, and policies. In this Program Guide, the term "trade ally" means an approved Solar Water Heating Program trade ally; the term "design ally" means an approved Solar Water Heating Program design ally. Solar Water Heating trade allies and design allies are collectively referred to as Solar Water Heating Allies. All approved Solar Water Heating Allies are required to read and understand the entire Program Guide and to comply with the applicable portions as a condition of their agreement with Energy Trust. **Part 1** of the Guide applies to all Solar Water Heating Allies, **Part 2** applies to trade allies, and **Part 3** applies to design allies.

1.1.2 Revisions to the Program Guide

This Program Guide undergoes occasional revisions as policies and processes change. When changes are made, a new version of the Guide will be issued and posted to the solar trade ally pages on the Energy Trust website at energytrust.org. Energy Trust will also typically announce any new versions in the INSIDER—a monthly newsletter distributed by Energy Trust electronically to all active Energy Trust allies. Solar Water Heating Allies should check Energy Trust's website on a regular basis to ensure they are using the current version of the Program Guide.

1.2 Program Overview

1.2.1 Energy Trust

Since 1999, the Oregon legislature has required Portland General Electric (PGE) and Pacific Power to collect "public purpose funds" from their Oregon customers to support energy conservation, renewable energy and energy market transformation efforts. The Oregon Public Utility Commission ("OPUC") was authorized to direct the manner in which the collected funds would be spent.

Energy Trust, a 501(c)(3) non-profit, was formed to manage the investment of the bulk of these funds in energy efficiency, renewable energy and energy market transformation pursuant to a grant agreement with the OPUC. Today, Energy Trust also receives funds from NW Natural and Cascade Natural Gas customers to support gas-saving efficient technologies. Energy Trust expects all Solar Water Heating Allies to be generally aware of the background and history of Energy Trust and the Program, and to review the Energy Trust policies which can affect the Program's requirements.

More details on Energy Trust's history, mission, programs, and policies, as well as a copy of Energy Trust's grant agreement with the OPUC, by-laws, and strategic plan, are posted on the website. Please contact Energy Trust with questions.

1.2.2 Program purpose and design

The Solar Water Heating Program is one of Energy Trust's energy efficiency offerings. Solar energy has the potential to be Oregon's greatest source of renewable energy generation. Its availability throughout the state makes it an effective way to heat water for residential, commercial and industrial uses.

In order to develop the solar water heating market across all sectors and gain long-term solar water heating savings to benefit the customers of PGE, Pacific Power, NW Natural and Cascade Natural Gas in Oregon, Energy Trust has structured the Program to address the primary market barriers of cost, quality and awareness.

Energy Trust provides:

- cash incentives to eligible Program participants to reduce the upfront costs associated with installing solar water heating and pool heating systems
- minimum installation standards for systems applying for Program incentives to help promote system performance and longevity
- a network of design firms and trade ally installers who are familiar with the Program requirements
- industry support in the form of training and cooperative marketing assistance for active trade allies
- consumer outreach and education to help inform Oregonians about their solar options

1.3 Policy Overview

Complete copies of all of Energy Trust's Board of Director-approved policies are available for review in the "Library" on the Energy Trust website. The following is an overview of some of the policies that directly affect the Program and that Solar Water Heating Allies should be aware of:

1.3.1 Confidentiality of Program participant information

Solar Water Heating Allies are obligated to maintain the confidentiality of all information submitted by Program participants under the Program.

1.3.2 Cost-Effectiveness

Before offering incentives, Energy Trust evaluates the economic benefit-to-cost ratio of investments in energy-saving technologies in comparison to alternative sources of gas and electric energy. The solar water heating incentive levels offered by Energy Trust are determined based on this cost-effectiveness policy.

1.3.3 Self-direction

If a site is certified for self-direction¹ by the Oregon Department of Energy (ODOE), that “self-director” may receive self-direct credits from ODOE in exchange for directly investing in an ODOE-certified conservation projects at its site. The self-director may then use these credits to reduce a portion of the conservation public purpose charge included in its electric bill. If a Program participant is currently self-directing, or decides to in the future, it can affect the amount of incentive funding they will be eligible to receive from the Program.

1.4 Program Incentive Offerings

1.4.1 Energy Trust solar water heating incentives

Energy Trust’s solar water heating incentives are paid in a lump sum to lower the initial cost of solar water heating and solar pool heating systems. The Program offers standard incentive rates based on the expected annual energy savings of a system in kilowatt-hours or therms. For small pool heating systems, the incentive is based on the square footage of solar collector area, which relates to expected annual savings. The rates are set in consideration of many factors, such as technology and project type, system costs, available tax credits, market demand and available budget. They are also based on an expectation that each solar water heating system will remain operational for at least twenty years, and solar pool heating systems will operate for at least fifteen years.

The funds Energy Trust receives from PGE, Pacific Power, NW Natural, and Cascade Natural Gas ratepayers are managed separately. As a result, solar water heating incentive rates and maximum incentive amounts may be different for different utility customers. Energy Trust strives to set incentive levels to manage consumer demand such that the Program can continue to accept new project applications throughout the year; however, incentive funding is always subject to availability and the incentive budget for one utility may be exhausted before the incentive budget for the other utility.

Current Program incentive rates for residential, business and public/nonprofit projects can be found on the Energy Trust website. Incentive rates are subject to change.

¹ Under the OPUC grant agreement, Energy Trust receives and invests a portion of the funds generated by the 3% public purpose charge collected from certain PGE and Pacific Power. Although payment of the public purpose charge is generally mandatory, Oregon law recognizes a special group of large electric energy users (those using over one average megawatt a year at a site) who can “self-direct” a portion of their public purpose charge to fund electric energy efficiency and renewable energy investments at their own sites.

Incentive reservations for qualifying projects are subject to funding availability and processed on a first-come, first served basis.

1.5 Project Eligibility

1.5.1 Pre-Screening for project eligibility

Solar Water Heating Allies are required to pre-screen projects to determine eligibility for Program incentives. Final determination of eligibility for Program participation and incentives always rests with Energy Trust.

Electric or gas utility

In order to be eligible for Energy Trust incentives, the solar water heating or solar pool heating system must be located on real property and must offset electric or gas energy that would be otherwise purchased from PGE, Pacific Power, NW Natural or Cascade Natural Gas. Floating homes with electric utility service are considered real property. RVs, sailboats or other portable applications are not allowed.

If the backup water heater is electric, your customer must be an Oregon customer of PGE or Pacific Power; if the backup water heater is gas, your customer must be an Oregon customer of NW Natural or Cascade Natural Gas. Customers with propane water heaters are not eligible for Energy Trust incentives.

Acceptable solar resource

Solar resource assessments evaluate the impact of shading and collector tilt and orientation on the annual production of the solar water heating or solar pool heating system. Energy Trust requires the collector(s) to be located in a location with a Total Solar Resource Fraction (TSRF) of 75% or greater. For seasonally used solar pool heaters, TSRF may be calculated based on only the months of pool usage

Solar Water Heating Allies must submit a TSRF calculation as part of the incentive application packet to demonstrate compliance with the Program requirements.

NOTE: Solar Water Heating Allies should strive to be as accurate as possible during the solar resource assessment. If, upon verification, an installed project does not meet the TSRF requirement it can void the project's eligibility for Energy Trust incentive funding. For this reason, Program staff strongly recommends that if a solar resource estimate is dependent on a project owner addressing any issues with trees or other shading barriers at the site property, Program staff strongly recommends that that such impacts be remedied prior to moving forward with any installation.

- *Acceptable shade evaluation methods:*

Solar Water Heating Allies may submit either (i) a sun chart developed for Energy Trust by University of Oregon’s Solar Radiation Monitoring Laboratory, available for download and use from the solar trade ally pages on the Energy Trust website, (ii) a sun chart included with the Oregon Residential Energy Tax Credit application for solar water heating or solar pool heating systems, or (iii) the output from an approved site analysis tool. A list of currently approved site analysis tools and instructions on displaying the required information is also available on the solar trade ally pages of the website.

- *Tilt and Orientation Factor (TOF):*

TOF is the percent of solar resource available after factoring in losses due to sub-optimal tilt and/or orientation of the collectors. TOF values vary by location, and are included on the Energy Trust sun charts and listed on the Energy Trust website.

- *Total Solar Resource Fraction (TSRF):*

TSRF estimates the combined effect of shading, tilt and orientation on a system’s performance. The TSRF calculation must reflect the worst location on the collector(s)—the location with the most shading and lowest TSRF value—and be 75% or greater in order to be eligible for Program incentives.

Shading	=	100% - annual loss caused by shading
TOF	=	100% - loss due to sub-optimal tilt and orientation
TSRF	=	Shading x TOF
TSRF	≥	75%

- *Self-direction*

Commercial customers that are large electricity users (using over one average megawatt a year at a site) may be certified for “self-direction” by the Oregon Department of Energy (see **Section 1.3.3** for more details about self-direction). If a Program participant is currently self-directing the conservation public purpose charge for the site, or decides to in the future, it can affect the amount of incentive funding they will be eligible to receive from the Program. Program allies should contact the Program if they believe a customer may be eligible to self-direct.

1.5.2 Determining type of project

Solar Water Heating Allies need to determine the type of project in order to (i) identify the correct incentive rate, (ii) calculate the correct incentive estimate, (iii) identify the appropriate incentive application to submit, and (iv) determine what additional documentation, if any, will need to be included with the application. Trade allies will select the appropriate type of project when applying for incentives through PowerClerk®, the online project management and tracking system used by the Program (See **Section 2.1.2** for information on PowerClerk). Design allies do not use

PowerClerk, and simply need to be aware of the following requirements in order to verify that the system owner will qualify.

- *Residential Solar Water Heating - (Form 223R-PC)*

The system is an eligible system (defined in **Solar Water Heater System Design and Eligibility Requirements** and listed on [Eligible Residential Solar Water Heating Systems List](#), see **Section 2.2**) that serves a year-round single family residential domestic hot water load.

The system owner is the owner of the site property at the time of installation (tenants may not install systems on homes they rent).

The thermal energy produced by the solar water heating system will offset energy purchased from PGE or Pacific Power if the back-up water heating energy source is electricity, or NW Natural or Cascade Natural Gas if the back-up water heating source is natural gas.

- *Commercial Solar Water Heating - (Form 223C-PC)*

The system serves a year-round domestic hot water or process heat load for multifamily, commercial or industrial end use.

The system owner is either (i) the owner of the site property, or (ii) a tenant who has obtained any necessary consent from the property owner to install and operate the system.

The thermal energy produced by the solar water heating system will offset energy purchased from PGE or Pacific Power if the back-up water heating energy source is electricity, or NW Natural or Cascade Natural Gas if the back-up water heating source is natural gas.

- *Small, Seasonal Use Solar Pool Heating - (Form 224S)*

The pool is seasonally used and less than 1,000 ft² in surface area.

The system uses eligible unglazed collectors, defined in **Solar Pool Heating Installation Requirements**.

The system owner is either (i) the owner of the site property, or (ii) a commercial tenant who has received written permission from the property owner to install and operate the system.

The thermal energy produced by the solar pool heating system will offset energy purchased from PGE or Pacific Power if the back-up water heating energy source is electricity, or NW Natural or Cascade Natural Gas if the back-up water heating source is natural gas.

- *Large or Year Round Use Solar Pool Heating - (Form 224C)*

The pool is (i) larger than 1,000 ft² in surface area and/or (ii) used year-round.

The system uses eligible collectors, defined in **Solar Pool Heating Installation Requirements** (see **Section 7**).

The system owner is either (i) the owner of the site property, or (ii) a commercial tenant who has received written permission from the property owner to install and operate the system.

The thermal energy produced by the solar pool heating system will offset energy purchased from PGE or Pacific Power if the back-up water heating energy source is electricity, or NW Natural or Cascade Natural Gas if the back-up water heating source is natural gas.

1.5.3 Providing information to the customer

Solar Water Heating Allies must give customers time to read and understand the terms and conditions of all incentive application forms before obtaining a signature. Allies must also explain, at a minimum, the subjects listed below when providing an application to a customer for review. If a potential Program participant has questions about the incentive application or the process, have them contact the Program before they sign the application.

- *Solar resource information:*

Explain TSRF and the project's solar resource compared to optimal.

- *Performance estimate:*

Educate Program participants about the amount of energy the system should generate annually, de-rated for TSRF or lower than average hot water use, and the first year monetary value of that energy, so that they have a realistic expectation for performance and savings.

- *Incentive process:*

Explain Energy Trust's incentive rate, the incentive application and reservation process and that the system must be operational and receive final approval during the incentive reservation period. Explain who will be the recipient of the incentive payment (customer or trade ally, depending on the type of project – see **Section 2.4.2** below).

Ensure that the customer understands that incentive rates for a project are subject to change at any time prior to reservation, and that incentive reservations for qualifying projects are subject to funding availability, expiration periods and processed on a first-come, first served basis. The final incentive may vary from the estimate included in the initial application depending on Energy Trust's verification of the actual system installed.

1.6 Program Contact Information

Trade allies use PowerClerk to submit and revise incentive applications. For any other communications, Program staff prefers to receive documents via fax or electronically as attachments to email. If necessary, written documents can be delivered to Energy Trust's mailing address: Solar Water Heating Program, Energy Trust of Oregon, 421 SW Oak Street, Suite 300, Portland, OR 97204. Please note that all hard-copy documents received via mail or other courier will be stamped with the date they were received and a time stamp of 5:00 pm, regardless of the exact time of arrival.

- *Fax*

The general fax number for the Program is **503-546-6863**.

- *Email*

The general email for Program staff is swh@energytrust.org.

- *Phone*

Call the number provided on your most recent incentive reservation letter or call the main Energy Trust office number at **503-493-8888** and ask for a Solar Water Heating Program staff member.

1.6.1 Program Communications

Unless otherwise noted, all project review, revision, and reservation communications from Program staff to Solar Water Heating Allies will be made by email. This helps Energy Trust respond more quickly and maintain accurate project documentation. Program staff prefers to receive communications from Solar Water Heating Allies electronically.

1.6.2 Questions and Feedback

Solar Water Heating Allies should have a thorough understanding of all of the Program documents. Please contact the Program immediately if there are any questions about this Program Guide for Solar Water Heating Allies, the Solar Water Heating Installation Requirements, or any other related Program document.

Solar Water Heating Allies are also welcome to participate in Energy Trust's public meetings. The Renewable Energy Advisory Council, Conservation Advisory Council and the Energy Trust Board of Directors generally meet monthly. See the Energy Trust website for more meeting schedules and agendas.

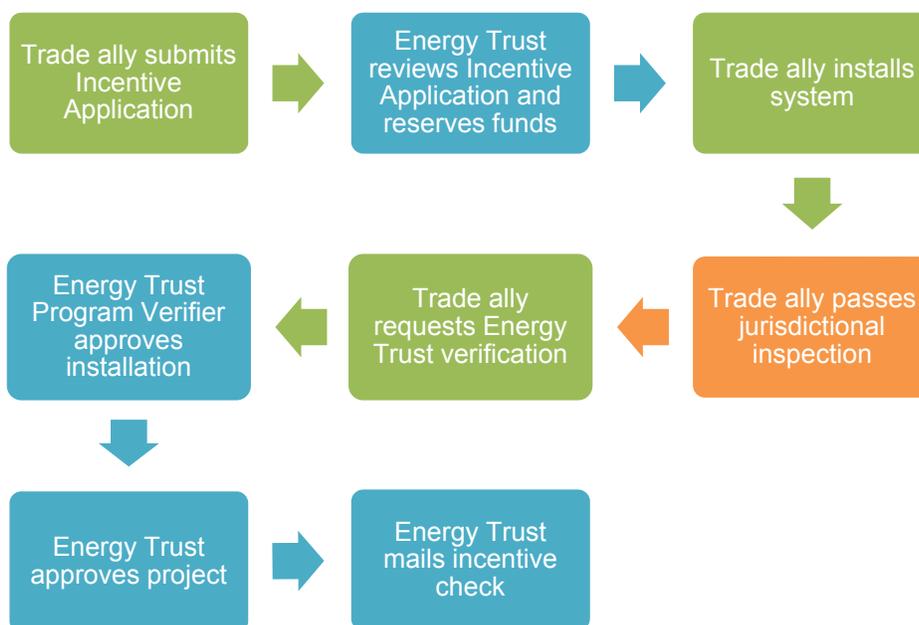
Part 2. Guide for Trade Allies

2.1 Applying for Program Incentives

Trade allies are expected to understand the Program's incentive application submission procedures, the required application paperwork, and the review and approval process to receive Program incentives. The basic steps to submit incentive applications for systems seeking Program funding are shown in the diagram below.

While there are some variances to the steps shown below for small, seasonal use solar pool heating systems and for trade allies that have been approved for Random Verification status (see **Section 2.3.2**), the fundamental process is the same.

Incentive rates are subject to change. Incentive reservations for qualifying projects are subject to funding availability and processed on a first-come, first served basis.



2.1.1 Maximum number of active projects per trade ally

A Program trade ally is not allowed to have any more than 30 total solar water heating and solar pool heating projects pending with reserved Energy Trust incentives at any one time. When a trade ally has the maximum number of projects pending, Energy Trust will not accept a new project application from the trade ally until after a pending project has been completed and approved.

Multiple projects at different sites for the same customer are counted separately. The limits for each project type and utility are additive.

2.1.2 Applying for solar water heating incentives on behalf of customers

Solar water heating incentive applications are submitted by the trade ally, not the customer, using PowerClerk – the online project management and tracking system (See **Section 2.1.3** for the solar pool heating application process).

Trade allies are required to participate in a mandatory PowerClerk video training and will receive PowerClerk logins for designated employees after signing a PowerClerk user agreement. Additional logins may be requested by emailing PowerClerk@energytrust.org.

PowerClerk allows trade allies to enter project information through a secure web environment. Based on the inputs, PowerClerk will generate a pre-filled incentive application form that can then be printed, reviewed for accuracy, and signed by all parties in accordance with Program requirements.

An electronically scanned copy of the signed incentive application, along with electronic versions of all other required documentation, can be uploaded by the trade ally to the secure website.

A complete application package includes, at minimum, the following elements:

- *Incentive application form*
Appropriate application form for the project type, filled out in its entirety and signed by all necessary parties.
- *Solar resource assessment*
Energy Trust sun chart or report from an approved solar resource assessment tool showing the performance impact of shading and non-ideal tilt and orientation. See **Section 1.5.1** for information on acceptable shade evaluation methods and sun charts.
- *Schematic diagram*
Detailed system design drawings that accurately depict all planned components, plumbing design, and relative location of valves and monitoring devices. Include plumbing material and diameter and length of plumbing runs.
- *Layout diagram*
Physical layout map that accurately depicts the locations of major system components, roof or installation site layout and the location of the minimum Total Solar Resource Fraction claimed on the application (see **Section 1.5.1**)
- *Energy calculations (for commercial solar water heating systems)*
Documentation from an energy modeling tool, such as F-Chart or RETScreen that shows the energy savings contributed by the solar water heating system. The calculations should take into consideration, at minimum, the facility's season and

hours of operation, occupancy or actual hot water loads, volume of solar storage and water temperature set-point.

- *On request, Energy Trust may require additional documentation to demonstrate project eligibility and compliance with Program requirements.*

If trade ally is working with a system owner that has utilized a design ally to reserve preliminary incentives, trade ally must also be familiar with the processes described in **Part 3** of this Guide. The trade ally will work with the Program to link the incentive application submitted by trade ally to the approved **Form 205P** system design.

2.1.3 Applying for solar pool heating incentives on behalf of customers

Solar pool heating incentive applications are also submitted by the trade ally, not the customer. The process and timing for applying for incentive differs for small, seasonal use pools and large/year-round pools, so please read the information in the following sections carefully.

A complete application package includes, at minimum, the following elements:

- *Incentive application form*
Appropriate application form for the project type, filled out in its entirety and signed by all necessary parties.
- *Solar resource assessment*
Energy Trust sun chart or report from an approved solar resource assessment tool showing the performance impact of shading and non-ideal tilt and orientation. See **Section 1.5.1** for information on acceptable shade evaluation methods and sun charts.
- *Schematic diagram*
Detailed system design drawings that accurately depict all planned components, plumbing design, and relative location of valves. Include plumbing material and diameter and length of plumbing runs.
- *Layout diagram*
Physical layout map that accurately depicts the locations of major system components, roof or installation site layout and the location of the minimum Total Solar Resource Fraction claimed on the application (see **Section 1.5.1**)
- *Energy calculations (for large or year-round use pools)*
Documentation of the energy savings from solar as modeled by a tool such as F-Chart or RETScreen. The calculations should take into consideration, at minimum,

the pool's season and hours of operation, pool volume and water temperature set-point.

- *On request, Energy Trust may require additional documentation to demonstrate project eligibility and compliance with Program requirements.*

Pool heating incentive application packages should be submitted to Energy Trust program staff via fax at 503.546.6863 or e-mail at swh@energytrust.org.

2.1.4 Submitting applications on time

- *Solar water heating and large or year-round use pool heating systems:*

Energy Trust will not review any incomplete applications. Complete applications will be reviewed in the order in which they are received and must include all required application documents and be signed by all necessary parties. Because incentive funds are not reserved until Energy Trust's review is complete and an incentive reservation letter has been issued, it is imperative that trade allies ensure that all required documents are submitted together in order to avoid delays in the application review process.

To apply for and reserve funding for solar water heating systems or large, year-round use solar pool heating systems, the incentive application must be submitted to program staff before a trade ally begins installing the system. Systems installed prior to Energy Trust's receipt and approval of an incentive application will not be eligible for incentives (For small, seasonal use solar pool heating systems, Program trade allies may submit the incentive application any time prior to requesting verification from an Energy Trust Program Verifier. This process is described below.).

Unless Energy Trust issues an incentive reservation letter following its review of an incentive application, there is no commitment by Energy Trust to reserve funding for that project. See **Section 0** for details on notification of incentive reservation.

- *Expedited process for small, seasonal use solar pool heating:*

For solar pool heating systems installed for pools with a surface area less than 1,000 ft² that are only used seasonally, there is an expedited incentive application and verification process.

Program trade allies are not required to submit applications for review prior to installation. On the **Form 224S-Solar Pool Heating Incentive Application - Small Seasonal-Use Pool**, the trade ally checks a box indicating that the system is either a) installed and ready for verification, or b) requesting design review prior to installation.

a) Installed and ready for verification

If the solar pool heating system is installed and ready for verification, incentives will be reserved for the system upon receipt of the complete incentive application package and the project will proceed directly to the

verification process, skipping the review and reservation process described in **Section 2.1.5**.

Program staff will assign a Verifier to the project and notify the trade ally and the Verifier that the installation is ready for verification via email. See **Section 2.3** for details on the verification process.

b) Requesting design review prior to installation

Trade allies may request that their application and system design be reviewed prior to installing the system to ensure it meets Program **Installation Requirements**. If the trade ally selects this option on their incentive application form, the project will proceed through the standard review and incentive reservation process outlined in **Section 2.1.5**.

Regardless of the process they follow, all solar pool heating systems must comply with Energy Trust's Program requirements, in order to qualify for incentives.

NOTE: Trade allies are expected to help their customers apply for Oregon Energy Tax Credits, if available. Oregon Department of Energy (ODOE) administers these tax credits and has very specific timing requirements for application. To review whether a customer may be eligible for Oregon Energy Tax Credits, read and follow ODOE's instructions carefully and contact them at **1-800-221-8035** or

2.1.5 Energy Trust review and incentive reservation

Incentive applications must be submitted for review before a trade ally begins installing a system (with the sole exception of small, seasonal use solar pool heating projects that do not request design review, as detailed in **Section 2.1.4**). The review process is intended to help protect the trade ally from purchasing equipment or doing other installation preparation work for a system or customer that may not meet Program requirements.

First, Program staff reviews the application for completeness and eligibility. Then a Verifier (see **Section 2.3** below for additional information) is assigned to the project and performs a technical review. The Verifier will notify Energy Trust whether the system design, as submitted, appears to meet Program requirements.

Trade allies with Random Verification status must also submit incentive applications for review (see **Section 2.3.2** below for information on qualifying for Random Verification).

- *Timing of review process*

Energy Trust's application review process typically takes ten business days, but can take longer if the submitted incentive application is incomplete or includes incorrect information, or if there are concerns with Program eligibility or the system design.

- *Incomplete and incorrect applications*

If a submitted incentive application is incomplete or requires design changes to be eligible, the trade ally will be notified and asked to submit additional information. The trade ally has thirty days from the date of notification to submit the requested information via PowerClerk (for solar water heating projects) or direct email (for solar pool heating projects) to Program staff. If the requested information is not received within the thirty-day period, the Program will abandon and destroy the application and notify the trade ally and the customer.

After an application is abandoned, the trade ally would have to submit an entirely new incentive application package in order for that project to be reconsidered for an incentive.

- *Notification of incentive reservation*

Once Energy Trust completes its review of a qualifying application, an **Incentive Reservation** letter will be sent to the system owner and trade ally for the system. After receipt of this letter, the trade ally may move forward with system installation.

The **Incentive Reservation** will include the system size, estimated annual energy savings, reserved incentive amount and the reservation period. In addition to the reservation letter, the trade ally will also receive notice of any comments on the system design from the Verifier, as well as the Verifier's contact information.

- *Application revisions during the reservation period*

If the system owner and trade ally make any changes to previously submitted application information during the reservation period, the trade ally must revise the system components and cost through the online PowerClerk project tracking system and upload all required accompanying design documentation. For solar pool heating projects, PDFs documenting any changes to the project must be sent to swh@energytrust.org for in-house processing.

The revised information must be submitted to Energy Trust for review before implementing any changes and must again go through Energy Trust's review process to determine whether or not the system is still eligible for our incentives. If changes impact the system's estimated generation or reserved incentive amount, Energy Trust will send a **Revised Incentive Reservation** to the trade ally and system owner.

Any changes, during an incentive reservation period, to any information provided for a system that has received an incentive reservation, must be submitted for additional Energy Trust review and any revisions would be subject to eligibility requirements and funding availability at the time of the change request.

Energy Trust incentive agreements and incentive reservations cannot be assigned without Energy Trust permission. If trade ally is informed that system owner or host information may be changing, trade ally must alert Energy Trust in order to discuss the incentive agreement obligations.

2.2 **Installation Requirements**

All installations performed by a Program trade ally must meet the solar water or pool heating design, eligibility and installation requirements in effect at the time of incentive reservation in order to be eligible for Program incentives. Copies of the **Solar Water Heater System Design and Eligibility Requirements**, **Solar Water Heating Installation Requirements** and **Solar Pool Heating Installation Requirements** can be found on the solar trade ally pages of the Energy Trust website. Installations will be reviewed by Energy Trust to verify compliance with Program requirements. See **Section 2.3** below for more information on Energy Trust's installation verification processes.

Energy Trust typically reviews and revises its **Solar Water Heating** and **Solar Pool Heating Installation** requirements documents annually. Trade allies wishing to comment on current requirements or suggest changes are encouraged to participate in the Program's annual revision process.

2.2.1 **Timing of installation**

Solar incentive applications must be submitted to Energy Trust for review *before* beginning installation (with the sole exception of incentive applications for small, seasonal use solar pool heating systems as detailed in **Section 2.1**). Furthermore, until Energy Trust issues an **Incentive Reservation** letter in response to a submitted application, there is no commitment by Energy Trust to reserve any incentive funding for that project. For this reason, Energy Trust recommends that trade allies do not begin work until an incentive reservation has been issued.

Trade allies may choose to begin construction of a project after submitting an application but before receiving notice of an incentive reservation. However, trade ally must alert the customer that any purchase of equipment or other work towards an installation before Energy Trust has notified a trade ally of incentive reservation is done at risk.

2.2.2 **Required actions prior to Energy Trust's installation verification**

Jurisdictional inspections

Trade allies must successfully pass all jurisdictional inspections required by the city or county where the project is located *before* the Energy Trust installation verification. Projects that cannot provide proof of passing their jurisdictional inspections at the time of Energy Trust site visit will be found not to meet Program requirements and subject to any applicable verification fees (see **Section 2.3.1**).

Contractor full system warranty

Trade allies must provide system owner with a written warranty providing that, at a minimum, the system installation and equipment shall be free from all defects in workmanship and materials for at least two years from the date of final approved

jurisdictional inspection. The warranty shall cover all labor for repairs resulting from workmanship or equipment defects.

Customer education

Prior to verification by Energy Trust, trade allies must instruct the system owner in the operation and maintenance of the system, including how to identify if the system is operating normally, what to do in case of poor performance, routine maintenance activities and emergency shut down and start up procedures. Trade allies must provide a customer manual that complies with the appropriate ***Installation Requirements***.

2.3 Energy Trust Verification Process

Energy Trust contracts with a pool of independent, third-party Solar Verifiers (each a “Verifier”) to review designed and installed solar water heating and pool heating systems and make recommendations as to whether or not a system is eligible to receive Program incentives.

Energy Trust's verification site visit is not a health and safety inspection, which is one reason why projects are required to pass their jurisdictional inspections first. Instead, the role of the Energy Trust Solar Verifier is to determine whether the system appears to meet Program requirements. Among other things, Energy Trust's Verifiers compare the system design to the system installed, help Energy Trust identify issues that might affect system performance or shorten the anticipated operating life, and confirm that the trade ally has provided the required customer manual.

2.3.1 Mandatory verification

Verification site visits are mandatory for all systems seeking Program incentives, unless a trade ally has been approved for Random Verification status (see **Section 2.3.2** below).

Scheduling

For solar water heating projects, Energy Trust uses the PowerClerk system to notify trade allies which Verifier has been assigned to a project. Once the system is fully installed, the trade ally should request a verification through PowerClerk and then coordinate with the Verifier to schedule the site visit. Either the trade ally or their customer must be present during the Verifier's site visit. Energy Trust highly recommends that the trade ally be present at the site visit.

Trade allies must provide the Verifier with no less than three business days' notice for cancellation or rescheduling. If a visit is rescheduled with less notice or if the installation is not fully complete when the Verifier arrives on site, Energy Trust may charge a verification fee to cover the Verifier's additional time (see *Verification fees*). To reschedule a site visit, contact the Verifier directly.

Site visit documentation

During a required Energy Trust site visit, the Verifier will complete a **Solar Water Heating** or **Solar Pool Heating Installation Checklist**. After completing the site visit, the Verifier will provide review comments and indicate whether the installation has been verified. Program staff will review the results and, if approved, issue an **Installation Verified** notice to the trade ally.

Required installation corrections

If the Verifier finds that the installation does not meet Program requirements, Energy Trust will notify the trade ally with an **Installation Corrections Required** notice. The trade ally must make all the required corrections within thirty days of notification. If the corrections are not made within the thirty days, the trade ally will be placed in suspension status (see **Section 2.5.3**), the system owner will be notified of the unresolved corrections and, at the Program's discretion, the incentive reservation may be terminated.

Once the corrections have been made, the trade ally must contact the assigned Verifier to schedule a new site visit. In certain circumstances, and at Energy Trust's discretion, verbal or photographic verification of the changes may be allowed in place of a new site visit.

- *Repeat violations*

If the violation(s) identified by the Verifier have been the cause of corrections required on the trade ally's previous projects, the Program may, at its discretion, place the trade ally on Program suspension (see **Section 2.5.3**). If the violation is particularly egregious and/or chronic, the trade ally may be subject to termination (see **Section 2.5.4**).

- *Verification fees*

Trade allies may be required to pay for site visits rescheduled without sufficient notice (see *Scheduling*) or for repeat site visits resulting from Program violations or incomplete installations. Trade allies will receive prior notice that a site visit will be subject to a fee. The base fee is currently \$150 per rescheduled or repeat site visit, but a different fee may be set with prior notification.

If the project incentive is to be paid to a trade ally, any such verification fees will be deducted from the incentive payment.

If the incentive payment is to be paid to a system owner or another payee, any such fees may be deducted from any incentive payments issued to the trade ally during that same week, or a subsequent incentive payment. If the trade ally has no upcoming payments, they will be invoiced for the verification fee.

2.3.2 Random verification

Qualifying

A site visit by a solar Verifier is mandatory for all installed systems seeking Program incentives, unless a trade ally has been approved as qualifying for Random Verification status. Energy Trust will evaluate each trade ally's performance under the Program based upon verification results and adherence to Program requirements.

In order to be considered for Random Verification status, a trade ally must have completed at least five consecutive solar water heating or pool heating projects with no Program violations. Then, the trade ally may contact the program to be considered for Random Verification status. It is solely Energy Trust's decision to place a trade ally on Random Verification status.

Maintaining Random Verification status

In order to maintain Random Verification status, the trade ally must:

- Complete a minimum of two solar water or pool heating projects with Energy Trust per calendar year, and
- Maintain at least an 80% pass rate on verifications.

A trade ally on Random Verification status that does not meet these requirements will be immediately returned to mandatory verification status, and will be responsible for scheduling site visits for subsequent projects with the assigned Verifier. Random Verification status may be subsequently reinstated at Energy Trust's discretion.

Review and random verification process

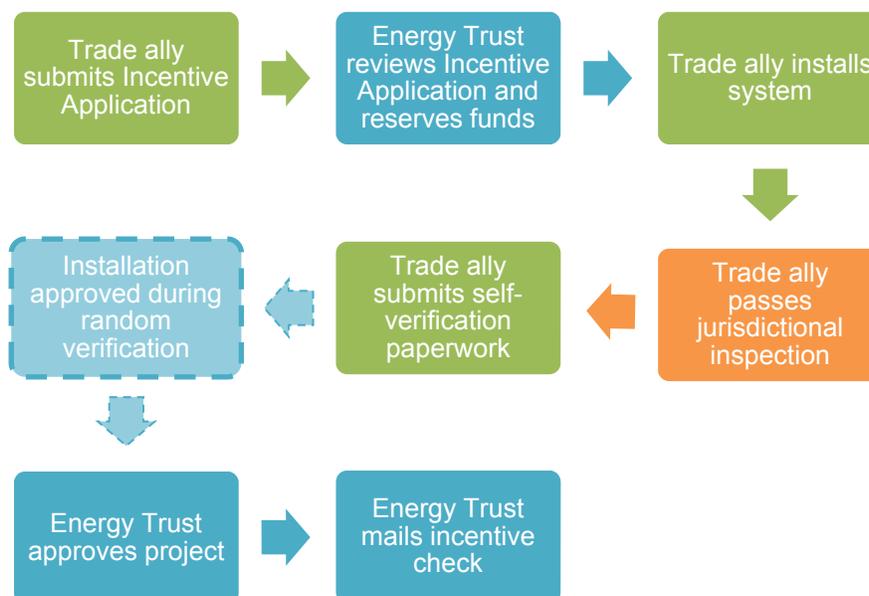
Trade allies approved for Random Verification are still required to submit incentive applications for Energy Trust's review and incentive reservation prior to beginning work on a project (with the exception of small, seasonal use pools). However, after the installation is complete, they may self-verify their project and submit a signed **Installation Checklist** to Energy Trust in lieu of scheduling a mandatory verification.

For solar water heating projects, the **Installation Checklist** may be uploaded and submitted in PowerClerk. For solar pool heating projects, a PDF of the **Installation Checklist** should be emailed to swh@energytrust.org. By submitting a signed **Installation Checklist**, the trade ally is indicating that a project is fully installed and complies with all requirements in this **Program Guide** and the applicable **Installation Requirements**.

Energy Trust will select a sampling of self-verified projects for additional, on-site verification. The proportion of installations selected for random verification will depend on the trade ally's verification record and volume of projects. If a project is selected for a random verification site visit, Energy Trust will notify the trade ally and Verifier of the selection, and the Verifier will schedule the site visit directly with the system owner. Either the trade ally or system owner must be present during the Verifier's site visit. The verification process will proceed as described in **Section 2.3.1** above.

If a project is not selected for random verification, upon Energy Trust's receipt of the completed and signed **Installation Checklist** from the trade ally, the Program will issue a **Self-Verification Approval** notice and initiate the incentive payment for the project.

If a trade ally's verification approval rate falls below 80%, the trade ally will be immediately returned to mandatory verification status.



2.4 Payment of Incentives

Energy Trust will begin processing the incentive payment after: (i) Energy Trust receives notice from a Verifier that an installation meets all Program requirements, or (ii) after Energy Trust receives a signed **Installation Checklist** from a trade ally on Random Verification status, *unless* that particular project was selected for a random verification site visit.

2.4.1 Timing

Incentive payments are approved weekly, and incentive checks are typically mailed within thirty days of Energy Trust's receipt and approval of all required verification documentation.

2.4.2 Incentive payee

Commercial solar water heating

Incentive payments will be made to the payee indicated in the **Payee** section of the signed and submitted **Form 223-PC** incentive agreement. The submitted application packet must include an Energy Trust **Substitute W9** or an IRS Form W9 for the

designated payee; however, if Energy Trust has a current W9 for the payee already on file, then it is not necessary to resubmit a W9.

Residential solar water heating and small seasonal use pool heating

The trade ally is always the payee. Incentive payments for residential and small seasonal use pool heating projects are made directly to the trade ally, who is required to reduce the customer's project cost by an equivalent amount. The trade ally **may not** charge the full project cost and reimburse the customer with the value of the incentive after the trade ally receives the incentive payment from Energy Trust. A trade ally designated as the **Payee** may receive incentive payments for multiple projects in a single check. The individual project incentive amounts will be listed on the check stub.

Large or year-round use pool heating

The payment will be made directly to the system owner unless the trade ally and the customer sign the **Option to Assign Incentive Payment** section located at the end of the **Form 224C**.

2.4.3 Questions about status of incentive check

Energy Trust asks trade allies to wait the full thirty days before contacting the Program about the status of an incentive payment. If a trade ally discovers an overdue or missing incentive payment, they should contact Program staff to resolve the situation.

2.5 Maintaining Trade Ally Status

2.5.1 Annual Program participation requirements

In addition to complying with all terms and conditions of the trade ally agreement with Energy Trust, trade allies must do the following each calendar year to remain eligible to be a trade ally of the Program:

- Successfully apply for and obtain an Energy Trust incentive (as the trade ally contractor, not as a subcontractor) for at least one solar water heating system,

OR

- Attend a Program training session. This option is available as an alternative to installation only for two years. After two years, trade allies that do not meet the minimum installation requirement will be terminated as a trade ally.

Program training sessions are typically offered quarterly via online webinar. Check the solar trade ally pages of the Energy Trust website to learn when sessions will be offered and how to register to participate.

2.5.2 Trade ally listing on Energy Trust website

Energy Trust maintains a searchable database of all current trade allies for its various programs on its website. For Solar Water Heating Program trade allies, this list is broken into two categories:

- (1) A short list, *the default view for website users* that *only* lists trade allies that have successfully installed at least one project through the Program during the preceding year.
- (2) A long list that includes all approved trade allies.

To be added to the short list, a trade ally must successfully complete a project with the Program and then proactively contact Program staff to request that their listing be updated.

Program trade allies that do not wish to be listed on Energy Trust's website should notify the Program.

Specialties

Trade ally website listings may include one or more “Specialties.” These Specialties reflect the sector (commercial or residential) and technology of projects a Program trade ally completed in the past year.

The Program currently includes the following Specialties for Solar Water Heating Program trade allies:

- *Residential/Small commercial solar water heating*
- *Residential/apartment/condo solar pool heating*
- *Large commercial/industrial solar water heating*
- *Commercial/municipal solar pool heating*

To add Specialties to a website listing, a trade ally must successfully complete a project of that Specialty with Energy Trust and notify the Program staff to update the list.

To maintain Specialty listings, a trade ally must install at least one project of a given Specialty each year. Specialties that are not demonstrated annually will be removed from the trade ally’s online listing.

Professional certifications

In order to help eligible customers submit a Residential Energy Tax Credit (RETC) application, a trade ally submitting residential solar water heating applications is expected to be a [Tax Credit Certified Technician](http://www.oregon.gov/ENERGY/CONS/RES/tax/docs/solar_techs.pdf)² (TCCT) with the Oregon Department of Energy.

² http://www.oregon.gov/ENERGY/CONS/RES/tax/docs/solar_techs.pdf

While the Solar Program does not currently require any other professional certifications, trade allies are encouraged to obtain third-party certification, such as NABCEP (www.nabcep.org). Energy Trust may include such certifications on trade ally website listings.

2.5.3 Suspension

Certain actions may result in suspension from the Program. A trade ally will be notified in writing if they have been placed in Program suspension, and will have 30 days from the notice date to resolve the situation to the Program's satisfaction. Actions resulting in suspension may include, but are not limited to:

- Failure to correct violations identified during the verification process within the 30 day timeframe
- Failure to follow a required Program process
- Chronic installation corrections or repeated violations of installation or Program requirements
- Failure to attend any required Energy Trust trainings
- Allowing insurance, licenses or other required certifications to lapse
- Failure to resolve any reasonable Program participant complaint regarding the trade ally's work under the Program
- Failure to accurately inform Program participants of current Program requirements, including but not limited to incentive levels

Effect of suspension

During Program suspension, a trade ally may not submit any new incentive applications to Energy Trust, nor will Energy Trust issue any new incentive reservations for the trade ally's projects. In addition, the suspended trade ally (i) will be removed from the searchable trade ally database on the website, (ii) is no longer authorized to use Energy Trust's logo on any materials or to represent itself as a trade ally of Energy Trust's Solar Water Heating Program, and (iii) is not allowed to apply for any cooperative marketing activities. Energy Trust may also impose other restrictions on the trade ally's participation in the Program. If the violations pertain to a specific project, the system owner will be notified at the time of the Program trade ally's suspension.

Trade allies must resolve violations resulting in suspension within 30 days. Failure to do so may result in termination of Program trade ally status.

2.5.4 Termination

In addition to any other termination provisions set forth in the trade ally agreement with Energy Trust, certain actions may result in Energy Trust immediately terminating a contractor from participating as a Program trade ally. In the event of termination, the

contractor will be notified by Energy Trust in writing. Actions resulting in immediate termination of trade ally status may include, but are not limited to:

- Failure to resolve any action resulting in suspension within 30 days
- Repeated Program violations
- Passing or attempting to pass any verification fee imposed on the trade ally by Energy Trust on to a customer
- Violation of license laws
- Misrepresentation of system components or installation characteristics at more than one site
- Failure to pass the full value of the Energy Trust incentive on to the customer in cases where the incentive payment is issued to the trade ally

Effect of termination

Effective upon notice of termination, Energy Trust will not accept any new incentive applications, will not process any submitted incentive applications that have not yet received incentive reservations, and will remove the terminated contractor from the Program's trade ally database on Energy Trust's website. Energy Trust will provide funding for any incentive applications that received incentive reservations prior to the notification of termination, provided they comply with Program requirements.

Energy Trust may, in its sole discretion, allow a terminated contractor to re-apply for participation in the Program at a later date. However, Energy Trust will most likely require additional documentation and proof from that contractor that it has taken appropriate measures to prevent further Program violations.

Part 3. Guide for Design Allies

3.1 *Design Allies*

The Program recognizes that in certain specific cases, systems may be in the design phase long before a solar trade ally is engaged in the project. Architecture, engineering, and/or design consulting companies that design solar energy systems during the early stages of these projects are candidates to become Energy Trust Design Allies. Approved design allies may apply for project solar incentives earlier in the design process, effectively extending the reservation period. The process for applying for these preliminary incentive reservations during the design phase is described in the following sections.

The intent of the design ally process is to provide project owners facing long lead times from the initial solar project conception to construction, and new building developers or municipal entities contending with lengthy competitive bidding processes, with early assurance of an Energy Trust incentive.

3.2 *Eligibility for Preliminary Incentive Reservation*

In order to be eligible for preliminary incentive reservation, the design ally's submitted solar water heating system must meet Program requirements, including the **Solar Water Heating Installation Requirements** or **Solar Pool Heating Requirements**. In addition, the system must meet one of the following criteria:

- A) Be part of a new commercial building project that is currently enrolled in Energy Trust's New Buildings energy efficiency program;
- or
- B) Using a competitive bid process to select a trade ally contractor for an installation at an existing building

In both cases, before submitting the preliminary application (**Form 205PW - Solar Water Heating Preliminary Incentive Application**), the design ally must confirm that the project and the site meet the basic eligibility criteria for the Program, as described in **Section 1.5.1**. In addition, they should ensure that the project owner is fully committed to the purchase and installation of the designed system.

3.3 *Applying for Preliminary Incentive Reservation*

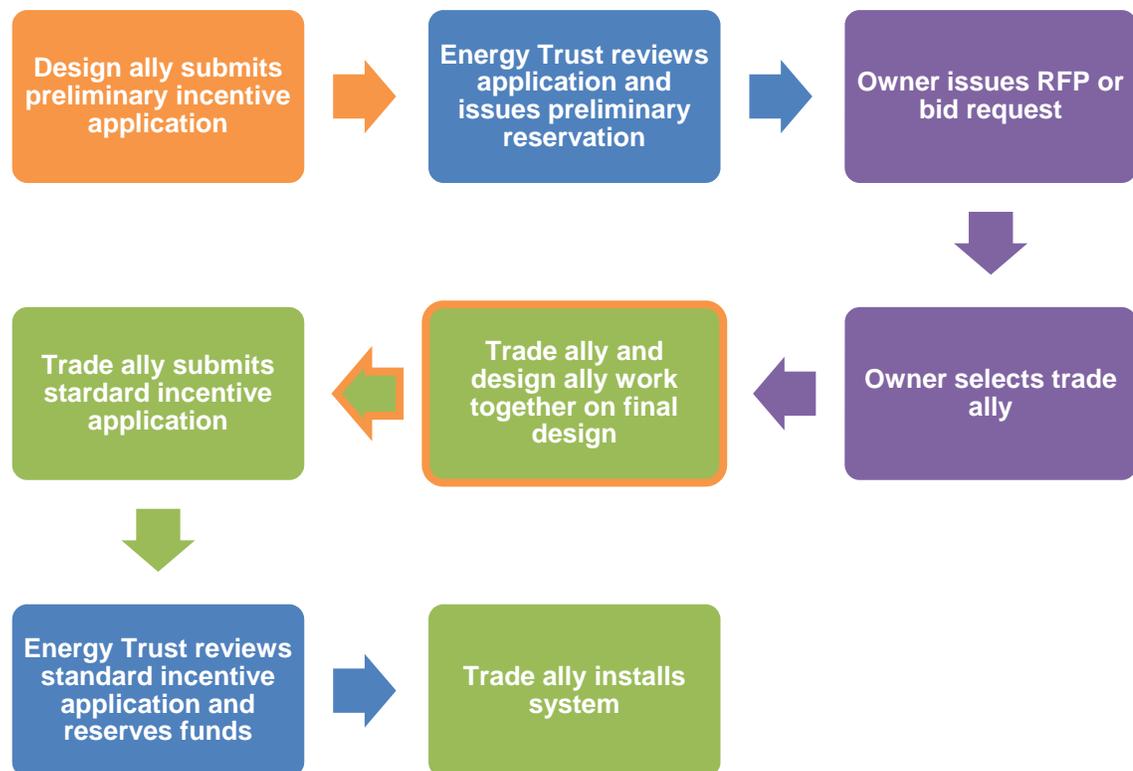
The application to request a preliminary incentive reservation must be submitted to Energy Trust for review:

- 1) After the solar design is determined;
- 2) Before a trade ally has been selected; and

- 3) Before ordering any system equipment or otherwise beginning any installation process.

The basic steps outlining how the preliminary incentive reservation process works in coordination with Energy Trust's standard incentive application process are shown below.

If the system owner is ready to order equipment and begin system installation activities, the preliminary incentive reservation process is not applicable and owner must work with a trade ally, not a design ally, to submit an incentive application in accordance with the Program procedures outlined in *Part 2* of this Guide.



3.3.1 Preliminary Incentive Reservation Application (Form 205PW)

Design allies will follow the requirements described in **Section 1.5.3** to inform the project owner about the system design. The preliminary incentive application package should be submitted by the design all and must include, at minimum, the following elements:

- *Preliminary incentive application form*

Form 205PW: Preliminary Incentive Application Form filled out in its entirety and signed by all necessary parties. This form can be found on the Commercial Buildings Forms pages of the Energy Trust trade ally website.

The application package may be emailed mailed or hand-delivered to the appropriate program staff.

For New Buildings

Physical and Mailing Address: 100 SW Main Street, #1600, Portland, OR 97204

Telephone: 1.877.467.0930

Email: newbuildings@energytrust.org

For Existing Buildings

Physical and Mailing Address: 421 SW Oak Street, Portland, OR 97204

Telephone: 503.445.2952

Email: swh@energytrust.org

Energy Trust *will not* review any incomplete applications. Complete applications will be reviewed in the order in which they are received and must include all required application documents and be signed by all necessary parties.

Because funds are not reserved until Energy Trust's review is complete and a preliminary incentive reservation notice has been issued, it is imperative that design allies ensure that all required documents are submitted together in order to avoid delays in the application review process.

Incentives are subject to availability of funds, and preliminary incentive reservations are provided on a first-come, first served basis and incentive rates may change at any time prior to reservation.

3.3.2 Energy Trust Review and Preliminary Incentive Reservation

First, Program staff reviews the application for completeness and eligibility. Then, a Verifier (see additional information about the role of the Verifiers in **Section 2.3**) performs a technical review of the system design. The Verifier will notify Energy Trust whether the system design, as submitted, appears to meet Program requirements.

- *Timing of review process*

Energy Trust's application review process typically takes ten business days, but can take longer if the submitted incentive application is incomplete, includes incorrect information, is large and complex, or if there are concerns with Program eligibility or the system design.

- *Incomplete and incorrect applications*

If the **Form 205PW** application is incomplete or requires design changes to be eligible, the design ally will be notified and asked to submit additional information. The design ally has 30 days from the date of notification to submit the requested information. If the requested information is not received within the 30-day period, the Program will abandon and destroy the application and notify the design ally and the project owner.

After an application is abandoned, the design ally would have to submit an entirely new **Form 205PW** application package in order for that project to be reconsidered for a preliminary incentive reservation.

- *Notification of preliminary incentive reservation*

If Energy Trust approves the submitted application for a preliminary incentive reservation, the Program will send a **Preliminary Incentive Reservation** notice to the system owner and design ally. The **Preliminary Incentive Reservation** will include the system size, expected annual energy savings, reserved incentive amount and the maximum time period that the preliminary reservation period will be in effect – the "Preliminary Reservation Period." The progress milestones the project owner must meet during the Preliminary Reservation Period will be described the terms and conditions of the **Form 205PW**, as well as the **Notice of Preliminary Incentive Reservation**.

- *Application revisions during the reservation period*

If the project owner and design ally make any changes to the system design during the preliminary incentive reservation period, the design ally must submit a **Form 228: Solar Preliminary Incentive Application Revision** and all required accompanying documentation to Energy Trust.

The revised information must again go through Energy Trust's review process to determine whether or not the system is still eligible for incentives. If changes impact the preliminary incentive reservation, Energy Trust will send a **Revised Notice of Preliminary Incentive Reservation** to the design ally and project owner.

Any revisions are subject to eligibility requirements and funding availability at the time of the change request.

3.3.3 Engaging a Solar Water Heating Trade Ally

If approved for a preliminary incentive reservation, the system owner must meet two critical milestones during the preliminary incentive reservation period:

1. Select a trade ally contractor and inform such trade ally of design ally's approved **Form 205PW** system design and of the preliminary incentive reservation;
2. Work with the selected trade ally to submit a **Form 223C-PC** or **Form 224C-PC: Solar Water Heating Incentive Application** before purchasing any equipment or beginning any other installation activities. A complete, submitted incentive

application package is required in order to continue to reserve incentives for an approved system design during the trade ally's installation period.

Prior to the expiration of the preliminary reservation period, the project owner and design ally will work with the trade ally to submit the **Form 223C-PC** or **Form 224C-PC** with finalized design documents. The final application should be submitted by the trade ally as soon as possible in order to avoid any risk of the preliminary incentive expiring. Once the final application and design materials have been reviewed by the Program, an incentive reservation letter will be issued that supersedes any previously issued *preliminary* incentive reservations.

Upon expiration of the preliminary incentive reservation, Energy Trust automatically cancels the incentive reservation. A project owner may subsequently work with a trade ally to submit a standard incentive application (via PowerClerk) for funding, but this application will be subject to the Program requirements, incentive rates, and budget availability in effect at the time of such re-submittal.

NOTE: Design allies are expected to help their customers apply for Oregon Energy Tax Credits, if available. Oregon Department of Energy (ODOE) administers these tax credits and has very specific timing requirements for application. To review whether a client may be eligible for Oregon Energy Tax Credits, read and follow ODOE's instructions carefully and contact them at **1-800-221-8035** or **www.oregon.gov/energy** with questions.

3.3.4 Next Steps

Design allies are expected to cooperate and coordinate with trade allies regarding the system design process to ensure compliance with Program requirements. The Program must be able to link the submitted **Form 223C-PC** or **Form 224C-PC** received from the trade ally to the system design submitted by the design ally in the **Form 205PW**. Once the project owner makes the design ally aware that the trade ally has been selected, the design ally must contact the trade ally to discuss the system design and the preliminary incentive reservation period timeframe.

Design allies should read **Part 2** in order to understand the role of the trade ally, standard incentive application and reservation processes, and Energy Trust's final system verification and incentive payment processes. The **Appendix A** provides a list of various forms and major communications used by the Program.

Part 4. Appendix A: Forms Matrix

Solar water heating incentive applications are available via PowerClerk. All other program documents are available for download on the solar trade ally pages of the Energy Trust website. Solar Water Heating Allies are not permitted to, in any way, alter or make revisions to the terms and conditions of any Energy Trust incentive application. If the standard incentive application is not appropriate, the Solar Water Heating Ally will need to contact the Program to discuss whether the project may qualify for a custom negotiated agreement.

Form Number (Form Type)	Form Name	Intended User	Purpose of Form
117A + 271W (PDF)	Solar Water Heating Program Trade Ally Application	Trade Ally	Application to become a Solar Water Heating Trade Ally (becomes Program trade ally agreement once approved by Energy Trust)
271DE-SWH (PDF)	Solar Water Heating Program Design Ally Application	Design Ally	Application to become a Solar Water Heating Design Ally (becomes design ally agreement once approved by Energy Trust)
201S (PDF)	Impact of Self-Direction	System owner or Host	Requirements for current or potential self-directing entities (required for large commercial or industrial participants who are or may be eligible to self-direct their renewable public purpose charge)
214 (PDF)	Substitute W-9	System Owner or Trade Ally	Tax identification information that allows Energy Trust to report incentive payments to the IRS
205PW (PDF)	Solar Water Heating Preliminary Incentive Application – Commercial	Design Ally, System Owner	Project preliminary incentive application for commercial solar water heating systems, may be submitted by design ally for qualifying projects before a trade ally is selected
223R-PC (PowerClerk)	Solar Water	Trade Ally,	Project incentive application for

	Heating Incentive Application - Residential	System Owner	residential solar water heating systems (created in PowerClerk)
223C-PC (PowerClerk)	Solar Water Heating Incentive Application - Commercial	Trade Ally, System Owner	Project incentive application for commercial/industrial solar water heating systems (created in PowerClerk)
224S (PDF)	Solar Pool Heating Incentive Application – Small Seasonal-Use Pool	Trade Ally, System Owner	Project incentive application for solar pool heating systems serving <1,000 ft ² and seasonal use pools
224C (PDF)	Solar Pool Heating Incentive Application - Commercial	Trade Ally, System Owner	Project incentive application for solar pool heating systems serving >1,000 ft ² and/or year round use pools.
N/A	Incentive Reservation	Solar Program Staff	Written notice of incentive reservation. Includes system performance estimate, incentive amount and reservation period.
N/A	Revised Incentive Reservation	Solar Program Staff	Written notice of a revised incentive reservation sent after receipt of system design or incentive changes
N/A	Preliminary Incentive Reservation letter	Solar Program Staff	Written notice of preliminary incentive reservation in response to a Form 205PW application. Includes system performance estimate, reserved incentive amount and preliminary reservation period.
N/A	Revised Preliminary Incentive Reservation letter	Solar Program Staff	Written notice of a revised preliminary incentive reservation sent after receipt of a Form 228 application.
233 (PDF)	Solar Water Heating Installation Checklist	Program Verifier, Random Verification Trade Ally	Checklist used to verify if a solar water heating system meets the Solar Water Heating Installation Requirements

234 (PDF)	Solar Pool Heating Installation Checklist	Program Verifier, Random Verification Trade Ally	Checklist used to verify if a solar pool heating system meets the <i>Solar Pool Heating Installation Requirements</i>
N/A	Installation Verified	Program Verifier, Solar Program Staff	Documentation that a solar water or pool heating installation has been verified and approved for incentive payment
N/A	Installation Corrections Required	Program Verifier, Solar Program Staff	Documentation that a solar water or pool heating installation has not met Program requirements and requires corrections