

## Attachment D

### DHEEP *Comprehensive Home Energy Efficiency Package-* Solar Photovoltaic Installation Terms and Conditions 2010

Program Participant Name: \_\_\_\_\_

Address: \_\_\_\_\_

#### **Program Overview - DHEEP *Comprehensive Home Energy Efficiency Package***

In an effort to preserve energy, some homeowners are resorting to alternative sources of electric generation for their homes using solar and/or wind. DHEEP will be selecting one qualified homeowner through a random raffle, who will receive a *Comprehensive Home Energy Efficiency Package* that includes all energy saving DHEEP measures (i.e. eligibility levels 1, 2, & 3). Savings goals for this program rely heavily on the quality of work performed to increase the energy efficiency of the overall building envelope. The roof structure of the home will be required to be in sound condition, and thus will be subject to an inspection prior to home being selected. To remain compliant with the local utility supplier, Pepco, DHEEP will be working with Pepco to ensure that the selected Solar PV unit is connected to the grid, and is approved based on local and national standards. Being connected to the grid through Pepco's Green Power Connection program, the participating utility Participating applicant will be able to install renewable-powered generators (i.e. solar) and then sell the unused power back to the power grid. Once selected for the Solar PV unit, the homeowner will work with DHEEP's participating certified solar installer to submit an application and all related documentation to Pepco's Green Power Connection program and DHEEP, as well enter into agreement with the solar installer to perform the work. Once completed, this home will be considered a DHEEP "Model Green Home" for the community, and will serve a Green Home exhibit in the community.

#### **Terms & Conditions**

The following terms and conditions apply to the conditional agreement between the program participant, District Heights Green Energy Efficiency Program (DHEEP), and the Participating Contractor (solar installer). The term "program participant" refers to the person, or persons that has been selected for the Model Green Home and has been notified that they are eligible for a grant for the *Comprehensive Home Energy Efficiency Package*, which include a "photovoltaic solar energy system" under the District Heights Green Energy Efficiency Program (DHEEP).

#### **Project Qualifications**

Grants are available only for qualifying single family and townhomes located in the City of District Heights. In order to qualify to receive a grant, you must agree to install a photovoltaic solar energy system that meets the requirements set forth in this Attachment A. Grants are provided only after installation of the system is complete and approved by Pepco Green Power Connection and DHEEP.

- To be eligible for a grant the system must be a minimum size based on the following categories:
  - Residential building 500 Watts (0.5 kW)
- The Grant amount approved based on your calculations on the Application Form is up to \$\_\_\_\_\_.
- The photovoltaic system must be operating in compliance with the requirements of the local codes.

- The photovoltaic system hardware must be in compliance with all applicable performance and safety standards including: *Underwriters Laboratories (UL) 1741, Standard for Static Inverters and Charge Controllers for Use in Photovoltaic Systems and UL 1703, Standard for Safety: Flat-Plate Photovoltaic Modules and Panels.*
- The applicant’s home must be determined as the “best candidate” for the PV solar energy system, based on the existing building envelope and findings from the energy audit. *The participating solar installer will assist the city in ensuring that the residential home, selected from the random drawing, is the best candidate. The solar installer may be required to perform a pre-inspection of the home to determine eligibility.*

**For utility interconnected PV systems**

- The system must be in compliance with the Maryland Net Energy Metering law and the requirements of the local electric utility (i.e. Green Power Connection Program (see Attachment B))
- The system must be installed in compliance with *Institute of Electrical and Electronics Engineers (IEEE) Standard 929-2000, Recommended Practice for Utility Interface of Photovoltaic Systems* and with applicable requirements of local electrical codes and the National Electrical Code (NEC).

**American Recovery and Reinvestment Act of 2009 (Federal Stimulus Funds)**

District Heights Green Energy Efficiency Program (DHEEP) grants are being funded in whole or in part with monies made available to City of District Heights through the American Recovery and Reinvestment Act of 2009 (ARRA). ARRA-funded grants are subject to significant terms and conditions.

**Maryland Historical Trust Review**

Federal law provides that all applicants for a District Heights Green Energy Efficiency Program (DHEEP) Grant must have their proposed project approved by the Maryland Historical Trust (MHT) to ensure that the project will have no adverse effect on properties deemed historically significant. In order to receive a grant from DHEEP, an applicant’s proposed project must pass MHT review and satisfy all other DHEEP terms and conditions. Applicants, with the assistance of the solar installer, must complete MHT’s Project Review Form and submit the completed form and all supporting documentation to District Heights Green Energy Efficiency Program (DHEEP) for processing. DHEEP will be available to answer questions, in help in filling out the MHT form. DHEEP will submit the documents to MHT on the applicant’s behalf. Either MHT or DHEEP will notify the applicant that the proposed project has cleared the MHT review process, or that additional conditions are necessary.

The Project Review Form is available at:

[http://mht.maryland.gov/documents/PDF/Compliance\\_Forms\\_Projectreview.pdf](http://mht.maryland.gov/documents/PDF/Compliance_Forms_Projectreview.pdf) Applicants should not begin installation of their photovoltaic solar energy system until they receive notification from DHEEP or MHT that:

- (1) that their proposed project has passed MHT review,
- (2) and (2) that their project meets all DHEEP terms and conditions as stated in this document. Construction prior to receiving MHT approval may make the proposed project ineligible for an DHEEP grant.

**Procedures**

- The project must be completed within 90 days from when the program participant receives notification that they are eligible for a grant.
- In the event that the project goes beyond this allowed time, due to MHT and/or Green Power Connection approval processing, the program participant may request an extension.

- DHEEP will notify the contractor/program participant immediately of any delays with MHT. The contractor/homeowner also is responsible to contact DHEEP immediately if delays, in relation to permitting, Green Power Connection program approval etc... may occur.
- It is the program participant's responsibility to contract for the purchase and proper installation of a qualifying photovoltaic solar energy system. A copy of the contract and the approved Green Power Connection Application (**Attachment F: *Interconnection Request Application Form and Conditional Agreement to Interconnect (Lab Certified Inverter-based Small Generator Facilities 10kW and Smaller)***), must be submitted by the contractor to DHEEP prior to commencing work. Upon completion of the project, the program participant and installer must fill out the entire Completion Certificate (Attachment G), sign it, enclose required accompanying documentation and return it to Pepco Green Power Connection and a send a copy to DHEEP. A copy of the approved Completion Certificate must be submitted to DHEEP for final project approval and payment. DHEEP has the right to inspect any project.
- Required supporting documentation to be submitted with this agreement, to DHEEP prior for program participation approval, is as follows:
  - Copies of issued inspection documents, permit documents, or both, as provided by the local authority having jurisdiction;
  - Professional License Numbers;
  - Professional References;
  - Customer Complaints history, if applicable;
  - Assumed yearly solar irradiation ( include solar estimating source);
  - Assumed system efficiency (indicate modeling program) AND Solar Energy Savings Calculator Attachment D.)
  - Yield guarantee (If no yield guarantee, indicate reason);
  - Savings & Financial Analysis ( if not provided, indicate reason)
    - Assumed energy prices
    - Assumed inflation rate
  - A copy of the product specification sheet to include:
    - Nominal power (Max power)
    - Manufacturer's spec sheets
    - A copy of the final sales invoice, which includes:
      - The actual price paid (price for a full system, fully installed and hooked up to the grid/utility);
  - An itemized list of:
    - Components
    - Labor; and
    - Permit fees;
    - The method of payment;
  - Original Copies or E-signature copies of all certified prevailing-wage rate/payroll documents (Davis-Bacon documents) generated by the installer and its subcontractors for work performed for the program participant (**certified payrolls to be submitted to DHEEP on a weekly basis**);
  - All other information requested on the Completion Certificate.
  - Upon DHEEP's receipt of the Completion Certificate (including all requested information and supporting documents) and verification that the project meets the terms and conditions of the offer, the Grant to the program participant will be processed for payment.

### **Program Participant**

The program participant must agree to maintain the solar energy system and all related equipment to ensure the use, purpose, and costs to maintain the system is sustained well beyond the project term.

**Additional Information**

DHEEP requests a before and after photo (preferably electronic) of the project. Please e-mail to: Attention **Comprehensive Home Energy Efficiency Package** at [geep@districtheights.org](mailto:geep@districtheights.org).

**Use of Personal Information**

In accordance with Section 10-624(c) of the State Government Article of the Annotated Code of Maryland, DHEEP is required to advise you of the following.

- (1) The information being requested by the Completion Certificate is necessary to document the completion of the project and to ensure payment of the grant upon completion of installation of a qualifying photovoltaic system generator.
- (2) The Insurance Certificate is both a requirement of DHEEP and the Pepco’s Green Power Connection Program Requirements.
- (3) Failure to provide all required information terminates DHEEP’s grant offer and any further obligation to you.
- (4) Upon completion of installation, some of this information will be provided to U.S. Department of Energy and Prince George’s County Department of Environmental Resources, to meet county and federal reporting requirements of the program funds.
- (5) Unless otherwise provided by law or court order, portions of the information may be subject to disclosure upon request for inspection under Maryland’s Public Information Act as set forth in Sections 10-611 *et seq.* of the State Government Article. To the extent permitted by law, personal information will not be disclosed except for the purpose of processing your grant application.
- (6) You may inspect, amend, or correct the information provided. However, after completion of the project and payment of the grant, any correction or amendment, which if disclosed prior to payment would have made the project ineligible for the grant, will be subject to a claim for reimbursement to the County and DHEEP.

**Program Participant Certification**

I hereby certify that I have read and understand, and will abide by, these DHEEP **Comprehensive Home Energy Efficiency Package** terms and conditions, including the attached **Attachment M: Energy Efficiency Conservation Block Grants Program Notice 10-012**.

I understand that failure to abide by these terms and conditions may lead to DHEEP withholding or suspending, in whole or in part, funds awarded under this program, or recovering misspent funds.

Program Participant Printed Name: \_\_\_\_\_

Program Participant Signature: \_\_\_\_\_

Program Participant Date: \_\_\_\_\_

Contractor Printed Name: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

Contractor Date: \_\_\_\_\_

DHEEP Approval Signature \_\_\_\_\_ Date \_\_\_\_\_