



Solar Thermal Incentive Program
Program Opportunity Notice (PON) 2149 Rev. 01
\$14,063,299 Available

**Solar Thermal (ST) Incentive Project Applications and Solar Thermal Installer/Contractor Applications Accepted
December 10, 2010 through December 31, 2015
By 5:00 PM Eastern Time***

The New York State Energy Research and Development Authority (NYSERDA) requests applications from qualified Solar Thermal (ST) Installers/Contractors to participate in the Solar Thermal Incentive Program (Program). Qualified Solar Thermal system installers/contractors are required to submit participation applications to become eligible installers/contractors. Participation applications will be accepted at any time while the program is open.

To be considered for participation in the Program, ST Installer/Contractor applicants must submit one [1] clearly labeled, completed and signed application package as detailed in (Solar Thermal Installer/Contractor Eligibility Application Instructions and Application to NYSEDA. The application package can be emailed to STForms@nyserda.ny.gov or may be mailed to the address provided below.

Once a Participation Agreement with NYSEDA has an executed, an Eligible installer/contractor can submit projects to the Program for consideration of incentives. Program incentives are available on a first-come, first-served basis. The Program offers two types of incentives for eligible projects:

1. *Displaced kWh incentive:* Incentive applied to the total project cost based on displaced kWh (available only for projects that displace electrically heated domestic hot water). The full value of the incentive must be credited to the total project cost (cost of project before incentives).

To access incentives, Eligible Installer/Contractor must submit completed and signed incentive application package into PowerClerk as detailed in Program Manual for each project.

All Program questions should be directed to Marci Brunner at (518) 862-1090, ext. 3415 or mlb@nyserda.ny.gov.

All Contractual questions should be directed to Venice Forbes at (518) 862-1090, ext. 3507 or vwf@nyserda.ny.gov.

**Solar Thermal Installer/Contractor Application PON 2149
Attn: Program Manager
NYS Energy Research and Development Authority
17 Columbia Circle
Albany, NY 12203-6399**

Installer/Contractor applicant questions should be directed to Diane Stacey at (518) 862-1090, ext. 3297 or dms@nyserda.ny.gov.

Please indicate that you are calling in reference to PON 2149.

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*Late, incomplete, or unsigned applications will be returned. Faxed or e-mailed applications will not be accepted. Applications will not be accepted at any other NYSEDA location other than the address above. If changes are made to this solicitation, notification will be posted on NYSEDA's website at www.nyserda.ny.gov.

I. INTRODUCTION

WHAT IS THE SOLAR THERMAL INCENTIVE PROGRAM?

The New York State Energy Research and Development Authority (NYSERDA) provides incentives for the installation of new Solar Thermal systems for the production of hot water displacing electrically and fossil fuel heated hot water. System incentives are capped at \$4,000.00 per site/meter for residential systems and \$25,000.00 per site/meter for nonresidential applicants. Funding for the Solar Thermal Incentive Program ("Program") has been allocated by the New York State Public Service Commission through the Renewable Portfolio Standard (RPS) program and Regional Greenhouse Gas Initiative. The goal of the program is to install 35.1 MW of Solar Thermal capacity by 12/31/2015. Incentives will be granted on a first-come, first-served basis, and applications will be accepted through December 31, 2015, or until funds are fully committed, whichever comes first.

HOW DOES THE PROGRAM WORK?

Financial incentives are available for qualified customers who wish to install Solar Thermal systems through applications submitted by an "Installer/Contractor." Installers/Contractors have demonstrated technical competence in the Solar Thermal field and who have signed a written Participation Agreement with NYSERDA to abide by certain ST Program terms and conditions. Incentives are paid directly to the Contractor but must be passed on in full to the customer as a reduction in the customer's out-of-pocket cost. Installers/Contractors are responsible for preparing and submitting all necessary incentive paperwork to NYSERDA.

Solar Thermal system installers who have met one of the following credentialing criteria are encouraged to participate

1. NABCEP Certification (North American Board of Certified Energy Practitioners):
Installers who choose to become credentialed through NABCEP must fulfill one of the following requirements:
 - A. Hold the NABCEP Solar Heating Installer Certification
Or
 - B. Have completed both the NABCEP Solar Heating Entry Level Program, by completing coursework offered by a registered NABCEP Entry Level Exam Provider, **and** passed the NABCEP Solar Heating Entry Level Exam.
NOTE: Installers who choose 'B' as a participation path must, within 24 months of their becoming a participant in the Program, comply with 'A'. Failure to meet this deadline could result in a loss of eligibility.
2. Journeymen that have completed an approved NYS DOL Apprenticeship Program through the United Association of Plumbers, Fitters, Welders, and HVAC Service Techs Apprentice Program including UA approved solar thermal training.
3. A Solar Thermal manufacturer's certification which includes 18 hours of manufacturer's specific training and demonstration of equivalent experience.

More information on how to become an Eligible Installer/Contractor can be found in the Eligible Installer/Contractor Instructions and Application Package..

In addition to financing that may be offered through an Installer/Contractor, the Program offers financing through Green Jobs-Green New York (GJGNY). Information on financing options, terms and qualification criteria can be found on NYSERDA's web site at the following link:

<http://www.nysERDA.ny.gov/solar-financing>

Installer/contractor tools to facilitate customer use of GJGNY financing are attached to this solicitation.

II. PROGRAM REQUIREMENTS

GENERAL PROGRAM RULES

The following rules apply to the Program and to the payment of incentives:

- **Eligibility for Solar Thermal Program Incentives.** Incentives are available to electricity distribution customers of Central Hudson Gas & Electric Corporation, Consolidated Edison Company of New York, Inc., New York State Electric & Gas Corporation, Niagara Mohawk Power Corporation, Orange and Rockland Utilities, Inc. and Rochester Gas and Electric Corporation who contribute to the Renewable Portfolio Standard/System Benefits Charge (sometimes referred to as 'RPS'/'SBC' on utility electric bills).
- **For Residential Projects:** A "Clipboard" Energy Efficiency Audit must be performed. A clipboard energy audit consists of two components: an interview of the home/building owners to ascertain energy use habits and the age of the building, and an inspection of the building to identify energy saving opportunities.

The inspection component of the Clipboard Audit includes an assessment of the hard-wired lighting systems and free-standing light fixtures, appliance ages and whether they are ENERGY STAR® qualified, the presence of advanced power strips, existence of “vampire loads” related to consumer electronics and battery chargers, use of programmable thermostats or timers for air conditioners, age and condition of the doors and windows, and details on recent energy efficiency upgrades, such as installation of insulation. The Clipboard Audit should take no more than 60 minutes. The Clipboard audit also includes a debriefing, during which the Installer/Contractor will review with the homeowner the results of the Clipboard Audit. The Installer/Contractor will also provide informational brochures on low cost/no cost tips for reducing energy consumption, as well as other NYSERDA, and utility, energy efficiency programs. The Installer/Contractor will also leave a list of Home Performance Contractors who the homeowner can contact should they be interested in making more comprehensive energy efficiency improvements to their home.

At the end of the inspection, the installer will leave a copy of the audit report with the homeowner. However, the homeowner is not required to implement energy efficiency measures as prerequisite to receiving incentives through the Solar Thermal Program.

Non-Residential Projects: Building owners are provided with information on ENERGY STAR’s Portfolio Manager Benchmarking Tool or other equivalent tool. If requested by the building owner, the Participating Contractor shall assist them to enter utility bill information into the Tool in order to produce a EUI (Energy Use Index) and, where applicable, an ENERGY STAR score. Customers will not be required to benchmark or implement energy efficiency measures as a pre-requisite to receiving Program incentives. A copy of the signed acknowledgement must accompany the application and be uploaded into Powerclerk at time of application.

Incentive highlights:

- Incentives are paid directly to the Contractor and must be passed on in the full amount to the customer. They will not be provided directly to customers purchasing or installing ST Systems.
- Incentives are only available for new equipment and ST Systems that have not been installed (partially or completely) prior to NYSERDA receiving a project application.
- Incentives are calculated based upon estimated displaced electrical usage. Incentives are available to residential (single and multifamily), non-residential, and non-profit customers who use a Contractor participating in the Solar Thermal Program. Equipment and systems must be certified by the Solar Rating and Certification Corporation (SRCC). Incentives are based on SRCC for OG 300 systems, Solar Pathfinder or RETScreen performance estimates for SRCC OG 100 Components. Typical Solar Thermal systems can only displace 50-80% of the thermal load associated with the production of domestic hot water. Therefore, the displaced kWh cannot exceed 80% of the total calculated existing thermal load.
- NYSERDA reserves the right to establish and enforce a per month capacity limit on Eligible Installers and Contractors. Applications received after this limit is reached will not be accepted

Limitation - This solicitation does not commit NYSERDA to award a contract, pay any costs incurred in preparing any application. NYSERDA reserves the right to accept or reject any or all applications received, and to cancel in part or in its entirety the solicitation when it is in NYSERDA’s best interest.

III. INCENTIVE APPLICATION REQUIREMENTS – see Solar Thermal Program Manual

ADDITIONAL INFORMATION AND ATTACHMENTS

Information for Eligible Installers and Customers

Customer Guide
Project Application Form*
Incentive_Payment
Change Request Form*
Addendum Agreement*
***Needs to be completed by an Eligible Installer/Contractor**

Information to Become an Eligible Installer/Contractor

Installer/Contractor Application Package

GJGNY

Green Jobs-Green New York Financing Contractor Application
ProForma Tools

Specific Program Rules

NYSERDA Solar ST Program Manual
Field Inspection Guidelines

