



**Workforce Development Training for Energy Efficiency  
Program Opportunity Notice (PON) 1816  
\$500,000 GJGNY Funds Available**

**OPEN ENROLLMENT SOLICITATION**

***PART IV – CONTRACTOR EQUIPMENT INCENTIVES***

**Applications accepted through May 31, 2012 by 5:00 PM Eastern Time \***

**(\*) Applications may be accepted on a first-come, first-served basis until funds run out, and no later than 5:00 PM Eastern Time on the above due date.**

NYSERDA is seeking applications from eligible Home Performance contractors and Multifamily Performance Program Partners to receive 20% reimbursement for the purchase cost of qualified equipment, up to a maximum NYSERDA incentive of \$4,000 per eligible applicant for equipment purchased from November 1, 2010 through May 31, 2012.

**Application Submission:** The application may be submitted immediately, and must be postmarked and submitted no later than May 31, 2012. Submit the application directly to:

**Kelli Herndon, Workforce Development TPA  
NYS Energy Research and Development Authority  
17 Columbia Circle  
Albany, NY 12203-6399**

All Program questions or general questions concerning workforce training and incentives, should be directed to: Kelli Herndon at [kmh@nyserda.org](mailto:kmh@nyserda.org). All questions must be submitted in written form. If you have contractual questions concerning this solicitation, contact Venice Forbes (518) 862-1090, ext. 3507 or [vwf@nyserda.org](mailto:vwf@nyserda.org).

**(\*) 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 NYSERDA location other than the address above. If changes are made to this solicitation, notification will be posted on NYSERDA's website at [www.nyserda.org](http://www.nyserda.org)**



## **NYSERDA WORKFORCE DEVELOPMENT PROGRAM**

### **TRAINING GUIDANCE AND APPLICATION DOCUMENT UNDER GJGNY**

#### ***PART IV –CONTRACTOR EQUIPMENT INCENTIVES (Up to \$500,000 available)***

##### **I. BACKGROUND INFORMATION**

###### **Green Jobs- Green New York (GJGNY)**

The goal of the Green Jobs- Green New York Act of 2009 is to reduce energy consumption and support community development by providing increased access to energy efficiency services and supporting the training and job placement for the delivery of energy efficiency services. The GJGNY program is funded from the proceeds from sales of CO<sub>2</sub> allowances under the Regional Greenhouse Gas Initiative (RGGI). The GJGNY Program is designed to create job opportunities, including opportunities for new entrants into the state’s workforce, focusing on both the long-term unemployed and displaced workers and new workforce entrants.

This guidance document outlines application requirements for eligible contractors to receive 20% reimbursement for the purchase cost of qualified equipment up to a maximum NYSERDA incentive of \$4,000 per eligible contractor for equipment purchased from November 1, 2010 through May 31, 2012.

##### **II. APPLICATION REQUIREMENTS**

Applications will be accepted on a first-come, first-served basis until May 31, 2012, or until funds are fully exhausted, whichever occurs first. Qualified contractors must submit a completed **Contractor Equipment Incentive Application Form** to NYSERDA along with required supporting documentation postmarked no later than May 31, 2012. Applications will be accepted on a first-come, first-served basis until funds are fully depleted, or no later than 5:00 PM Eastern Time on May 31, 2012. Submit the application directly to:

**Kelli Herndon, Workforce Development TPA  
NYS Energy Research and Development Authority  
17 Columbia Circle  
Albany, NY 12203-6399**

### III. AVAILABLE FUNDING

Equipment incentives for up to 20% reimbursement of the purchase cost for qualified equipment, up to a maximum NYSERDA incentive of \$4,000 per applicant, are available under this solicitation for participating Home Performance with ENERGY STAR® Program contractors within LIPA and NYPA service areas, and within municipalities outside the SBC service area. Participating Multifamily Performance Program Partners throughout New York State (including LIPA, NYPA, SBC service territory, and municipalities outside the SBC service area) are also eligible for incentives under this solicitation. Incentives are available for the purchase of qualified equipment as approved by NYSERDA, and the equipment must be purchased between November 1, 2010 and May 31, 2012. To apply for incentives, the **Contractor Equipment Incentive Application Form** must be submitted to NYSERDA along with required documentation no later than May 31, 2012.

**Please Note:** Participating Home Performance with ENERGY STAR® Program contractors within the SBC service territory should continue to work with the CSG Account Manager to obtain equipment incentives.

Additional funding may become available. Eligible contractors should regularly check for updates which will be posted to the NYSERDA website. NYSERDA reserves the right to approve or deny funding for any reason. Applications may be denied or funded in part or in full, based upon availability of funds.

### IV. ELIGIBILITY REQUIREMENTS

The Applicant must be a participating Home Performance contractor or participating Multifamily Performance Program Partner in order to be eligible to receive incentives under this solicitation. The Applicant must also be a Building Performance Institute (BPI) accredited company in good standing at time of application to NYSERDA.

BPI Accredited companies must ensure that they have the necessary serviceable, calibrated tools, equipment and instruments available for conducting building performance contracting work. Accredited companies are required to provide diagnostic equipment and instrument calibration records upon request. BPI does not mandate the purchase or ownership of any specific piece or brand of tool, equipment or instrument for accreditation. BPI will, however, request and review a candidate organization's tool inventory or equipment arrangements to determine if the organization has the capability to be BPI Accredited for certain types of work based on the tools, equipment, and instruments listed in the tool inventory. More information regarding *BPI Accreditation Policies and Procedures* is available on the BPI website: <http://www.bpi.org/companies.aspx>

### V. QUALIFIED EQUIPMENT

NYSERDA seeks applications from eligible contractors and Program Partners to receive 20% reimbursement for the purchase cost of qualified equipment of up to a maximum NYSERDA incentive of \$4,000 for equipment purchased from November 1, 2010 through May 31, 2012.

**Table 1: List of Qualified Equipment for NYSERDA Incentives.** All purchased equipment is subject to NYSERDA review and approval.

<b>Equipment</b>	<b>Purpose</b>
<input type="checkbox"/> Blower door kit with digital manometer and manual speed control	Determine air leakage of building shell
<input type="checkbox"/> Blower door software	Automate tests, analyze blower door data, create professional reports
<input type="checkbox"/> Digital micro-manometer	Measure minute differences of pressure
<input type="checkbox"/> Duct Tightness Tester with digital manometer <input type="checkbox"/> Duct Blaster	Determine air leakage of HVAC duct system
<input type="checkbox"/> Grill Mask for Duct Tightness tester (cost per roll)	Sealing registers for duct tightness tests
<input type="checkbox"/> Pressure Pan	Isolating leakage on a duct run
<input type="checkbox"/> Diagnostic Smoke Bottle	Visualize airflow and leakage, creates a fine cloud, moves with air leakage currents
<input type="checkbox"/> Smoke Pen set	Visualize airflow and leakage, rising stream from precision burning wick
<input type="checkbox"/> Pressure probes	Adapt digital manometer to test duct, flue gas draft (stack) and gas manifold pressures
<input type="checkbox"/> Combustion Analyzer	Test appliances and air for Carbon Monoxide, combustion efficiency and safety
<input type="checkbox"/> Gas Leak Detection Device	Locate natural gas and propane leaks
<input type="checkbox"/> Digital Carbon Monoxide Analyzer/ Monitor with alarms	Sense ambient CO and alarm
<input type="checkbox"/> Moisture Meter	Test material moisture for mold and durability concerns
<input type="checkbox"/> sling Psychrometer <input type="checkbox"/> Pressure and Temperature Chart	Measure relative humidity
<input type="checkbox"/> Infrared Thermometer <input type="checkbox"/> Digital Thermometer	Quickly read surface temperatures to track thermal defects
<input type="checkbox"/> R Camera <input type="checkbox"/> Thermal Imager (120x240 sensor min)	Locate thermal anomalies (air leakage, thermal bypasses, insulation defects), great companion to blower door test
<input type="checkbox"/> AirFlow Meter/Device/Hood	Determine HVAC CFM (at supplies and returns or total system)
<input type="checkbox"/> Exhaust Fan Flow Meter	Determine flow from exhaust fans down to 10 CFM (use with digital manometer)
<input type="checkbox"/> Inspection Scope or Borescope	See inside heat exchangers, ducts, walls, inside vents and more

Equipment	Purpose
<input type="checkbox"/> Distance meter	Quickly determine length, area and volume with minimal labor
<input type="checkbox"/> Hoses w/connectors <input type="checkbox"/> Thermocouples <input type="checkbox"/> Refrigerant Gauges <input type="checkbox"/> Superheat/Sub Cooling Calculators	HVAC instruments and tools
<input type="checkbox"/> Modeling Software (TREAT, and other qualified modeling software)	Targeted Residential Energy Assessment Tool (TREAT), and other modeling software approved for use under the Home Performance with ENERGY STAR Program

## VI. APPLICATION FORM

**Contractor Equipment Incentive Application Form** – Incentive application form for up to 20% reimbursement of the purchase price for qualified equipment, up to a maximum NYSERDA incentive of \$4,000.

Reimburse Candidate\*       Reimburse Company\*\*

Eligible candidates seeking reimbursement for up to 20% of the costs (maximum NYSERDA incentive \$4,000) for qualified purchased equipment shall submit this application along with the following documents to NYSERDA, ATTN: Kelli Herndon, 17 Columbia Circle, Albany, NY 12203.

- Contractor Equipment Incentive Application Form
- Proof of company BPI accreditation
- A copy of your recent utility bill (to verify your residence in an SBC-utility service territory), OR demonstration of active participation in a NYSERDA or utility program funded by SBC or EEPS
- Proof of payment (invoice) for equipment  
(Equipment must be purchased between November 1, 2010 and May 31, 2012.)

If you have any questions completing this form, please contact:

Kelli Herndon at [kmh@nyserda.org](mailto:kmh@nyserda.org), or 518-862-1090 ext 3392.

Candidate Information			
Full Name:			
Address:			
City	State:	ZIP:	
Telephone:	(    )		
E-Mail			
SS #*			
<b>*Required if the Candidate is requesting reimbursement</b>			
<input type="checkbox"/> EMPLOYED BY A PARTICIPATING BPI ACCREDITED CONTRACTOR: (please list name below)			
Company Information			
Legal Business Name:			
Business Address:			
City	State:	ZIP:	
Telephone:	(    )		
E-Mail			
Business Website:			
Tax ID**			

**\*\*Required if the Company is requesting reimbursement**

Please complete the table below. Equipment descriptions are available on the Building Performance Institute (BPI) website:

<b>Equipment (*) Highly Recommended</b>	<b>Estimated Price per Item</b>	<b>Actual Price per Item</b>	<b>Number of Items Purchased</b>	<b>Total Cost (\$)</b>
Blower door kit with digital manometer and manual speed control (*)	\$3,000			
Blower door software	\$250			
Duct tightness tester with digital manometer (*)	\$2,000			
Grill mask for duct tightness tester (cost per roll) (*)	\$50			
Pressure Pan (*)	\$70			
Smoke bottle (each) (*)	\$70			
Smoke pen set	\$40			
Miscellaneous pressure probes (*)	\$40			
Combustion analyzer (*)	\$750 -\$1,000			
Gas Leak Detector (*)	\$200-\$300			
Carbon Monoxide ambient personal Monitor with alarms (*)	\$200-\$300			
Moisture meter	\$200-\$300			
Infrared Thermometer	\$125-\$250			
AirFlow Meter/Device/Hood for HVAC system CFM readings	\$500-\$2300			
Exhaust Fan Flow Meter	\$135			
Thermal Imager (120x240 sensor, minimum)	\$4500 - \$9000			
Inspection Scope or Borescope	\$250-\$400			
Distance meter	\$100 - \$400			
Software (TREAT, and other qualified modeling software)				
<b>TOTAL COST FOR PURCHASED EQUIPMENT</b>				<b>\$</b>

**NYSERDA Incentive:** \$ \_\_\_\_\_ \* 20% = \$ \_\_\_\_\_ (Maximum Incentive = \$4,000)  
**Total Cost** **Total Incentive**

I certify that all information in this application is true and correct and I am authorized to request this reimbursement.

Signature:	Date:
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<b>NYSERDA USE ONLY</b>	
NYSERDA has verified that the contractor is BPI accredited.	
Signature:	Date:
COMPANY ACCREDITATION:	