

**Attachment B**  
**PON 2112 – SOLAR PV PROGRAM**  
**INCENTIVE APPLICATION FORM**

Contractor/Installer Number \_\_\_\_\_ Contractor/Installer Email \_\_\_\_\_

Contractor/Installer Company \_\_\_\_\_ Contractor/Installer Phone \_\_\_\_\_

Customer Name \_\_\_\_\_ Customer Phone No. \_\_\_\_\_

Installation Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Customer Email \_\_\_\_\_

Mailing Address (if different from Installation address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Customer Email \_\_\_\_\_

Utility Service Territory \_\_\_\_\_ Expected Date of Installation \_\_\_\_\_ Expected Date of Interconnection \_\_\_\_\_

Is this a Lease or Power Purchase Agreement? (circle one) Yes/No **If yes, use Attachment E-1. If no, use Attachment E.**

**Customer sector type (circle one):**  Residential  Commercial  Not-for-Profit

**Customer sub-sector (circle all that apply):**  Single Family Residence  2-4 Family Residential  Multifamily  
 Agricultural  Educational  Municipality  Government  Industrial  Other \_\_\_\_\_

**Type of building:**  Existing  or  New Construction

**Equipment/Costs**

Mfg/Model of Modules	_____	Quantity	_____	Cost	\$ _____
Mfg/Model of Modules	_____	Quantity	_____	Cost	\$ _____
Mfg/Model of Inverter (s)	_____	Quantity	_____	Cost	\$ _____
Mfg/Model of Inverter (s)	_____	Quantity	_____	Cost	\$ _____
Balance of System					\$ _____
Installation/Labor Cost					\$ _____
Other					\$ _____
Maintenance Cost/Insurance (associated with Attachment E-1 only)					\$ _____
<b>TOTAL COST BEFORE NYSERDA INCENTIVE</b>					\$ _____

**NYSERDA INCENTIVE** (round to the nearest \$) \$ \_\_\_\_\_

Inverter Efficiency \_\_\_\_\_ Orientation \_\_\_\_\_ Tilt \_\_\_\_\_

Total System Production (DC at STC) \_\_\_\_\_ kW Total System Production AC \_\_\_\_\_ kW

Customer's Annual Electric usage (kWh) \_\_\_\_\_ Expected Annual kWh Produced by system \_\_\_\_\_

Annual Electrical Offset Associated with the PV System \_\_\_\_\_ % (Must not be greater than 110%)

Estimated Annual losses from shading \_\_\_\_\_ kWh \_\_\_\_\_ %

Estimated Annual losses from orientation, tilt, etc. \_\_\_\_\_ kWh \_\_\_\_\_ %

\_\_\_\_ Check here if total sq. ft. of PV array exceeds 4,000 sq. ft., and a short **Environmental Assessment Form** will need to be submitted.

**Residential Clipboard Audit:** The Contractor/Installer agrees to complete a clip board audit consisting of two main 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 potential energy efficiency measures, especially low- and no-cost measures that could reduce the electricity load of the building. This would include an inspection of the hard-wired lighting systems and free-standing light fixtures, appliance ages and whether they are ENERGY STAR, the presence of advanced power strips for consumer electronics, 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 inquiries to the owner regarding any recent installation of insulation. The PV Contractor/Installer would conclude the audit with a homeowner debriefing. The Contractor/Installer would leave a copy of the inspection form with the owner at the end of the inspection. The form will include a description of the home, recommendations of changes to reduce electric consumption, and easy fixes the homeowner can do. The Contractor/Installer will also leave a list of Home Performance Contractors that could install more complex energy efficiency measures, informational brochures informing the owner of the details of utility or NYSERDA energy efficiency programs available to home owner, and a brochure of low cost/no cost tips for reducing energy consumption. The inspection should last no more than 60 minutes.  
 \_\_\_\_\_(initial to acknowledge requirement and adherence).

**Or**

**Non Residential Energy Assessment:** The Contractor/ Installer will provide non-residential building owners with information on Energy Star’s Portfolio Manager Benchmarking Tool or other equivalent tool and, if requested by the building owner, assist them to enter utility bill information into the Tool in order to produce an EUI (Energy use index)<sup>6</sup> and, where applicable, an Energy Star score. The Contractor/ Installer should also provide informational brochures on NYSERDA and utility energy efficiency programs. Customers will not be required to benchmark or implement energy efficiency measures as a pre-requisite to receive a PV incentive.  
 \_\_\_\_\_(initial to acknowledge requirement and adherence).

**REQUIRED APPLICATION DOCUMENTATION**

Each Incentive Application must include all documentation listed on the attached checklist.

If batteries are part of this system, what is their capacity? \_\_\_\_\_

**CERTIFICATION STATEMENT** – I certify that all information provided in this application, including worksheets, analysis, permits and approvals, is true and correct to the best of my knowledge.

**Installer Signature** \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Contractor Signature** \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Customer Signature** \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

<b>For Internal Use Only</b>	
Date Received by NYSERDA _____	
Completed Form and All Required Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date _____
Signature _____	

**PON 2112 – SOLAR PV PROGRAM  
INCENTIVE APPLICATION CHECKLIST**

	<b>Attachment B, Incentive Application, completed</b>
	PV system owner name, installation address and contact information
	PV panel information (Manufacturer, Model, Quantity)
	PV inverter information (Manufacturer, Model, Quantity)
	Orientation (in degrees)
	Tilt (in degrees)
	Customer's Annual Electric Usage
	Expected Annual kWh Produced by system
	Annual Electrical Offset
	Incentive amount must match Power Clerk
	Shading and Loss information
	Signed by Installer, Company, and Customer
	Acknowledgement & Adherence of Clipboard Audit (Residential) or Non Residential Energy Assessment (Commercial)
	Calculation that demonstrates incentive does NOT exceed 40% out of pocket costs after tax credits
	<b>Signed copy of Installer-Customer Purchase Agreement or Lease Agreement which includes:</b>
	Installation location, schedule, and date
	Description of system including make and model of major system components
	Estimate of annual energy output
	Total system and itemized costs broken down as follows:
	Cost of panels and inverters (listed separately)
	Balance of system ( <b>wires, racks, etc.</b> )
	Labor and overhead (labor, permitting, etc.)
	Applicable incentives
	An explanation and estimate of any costs the customer will incur that are not in the price quote
	Payment schedule
	<b>Addendum to Customer Purchase Agreement (Attachment E) or Customer Lease/Power Purchase Agreement (Attachment E-1)</b>
	Initialed by either the installer or customer on page 1
	Signed by the customer installer and authorized company on page 3
	<b>Utility Bill that provides:</b>
	Proof of customer's payment into Renewable Portfolio Standard (RPS) System Benefit Charge (SBC)
	Indicates <b>annual electric usage (ConEd annual usage is not on utility bill but can be downloaded from ConEd's website)</b>
	The address on electric bill must match the installation address on the incentive application form and Customer Purchase Agreement.
	<b>Three line electrical drawing which includes identification &amp; location of easy to read meter</b>
	<b>Site Map</b>
	<b>Photos of array location</b>
	<b>System loss analysis including shading analysis</b>
	<b>Clipboard Audit or Non Residential Energy Assessment Letter</b>
	<b>For systems exceeding 4000 square feet - short Environmental Assessment Form</b>
	<b>Building Permit (to be submitted prior to 75% Incentive Request)</b>