

Attachment B-1
PON 2112 – SOLAR PV PROGRAM
EXPANSION OF COMPLETED SYSTEM FORM

Previous PON _____ Contract # _____ Previous Size (kW) _____

Contractor/Installer Number _____ Contractor/Installer E-mail _____

Contractor/Installer Company _____ Contractor/Installer Phone No. _____

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 **New Meter (circle one):** Yes No

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

Will the existing PV production meter be used or new meter installed? (circle one) Yes or No

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					\$ _____
PPA or Lease 20 Yr. Maintenance Cost/Insurance (if applicable)					\$ _____
TOTAL COST BEFORE NYSERDA INCENTIVE					\$ _____

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

*** Combined incentive cannot exceed system size caps**

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.

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 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. **If previous system was installed under PON 2112, a new clipboard audit is not required.**

_____ (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)⁶ 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. **If previous system was installed under PON 2112, a new assessment is not required.**

_____ (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 _____

For Internal Use Only	
Date Received by NYSERDA _____	
Completed Form and All Required Attachments: ___Yes ___No	
___Approved ___Denied	Date _____
Signature _____	

	Attachment B, Incentive Application, completed
	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 and Adherence of Clipboard Audit (Residential) or Non Residential Energy Assessment (Commercial) – if applicable
	Calculation that demonstrates incentive does NOT exceed 40% out of pocket costs after tax credits
	Signed copy of Installer/Customer Purchase Agreement or Installer/Customer Lease Agreement which includes:
	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 (wires, racks, etc.)
	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

	Addendum to Customer Purchase Agreement (Attachment E) or Customer Lease/Power Purchase Agreement (Attachment E-1)
	Initialed by either the installer or customer on page 1
	Signed by the customer installer and authorized company on page 3

	Utility Bill that provides:
	Proof of customer's payment into Renewable Portfolio Standard (RPS) System Benefit Charge (SBC)
	Indicates annual electric usage (ConEd annual usage is not on utility bill but can be downloaded from ConEd's website)
	The address on electric bill must match the installation address on the incentive application form and Customer Purchase Agreement.

	Three line electrical drawing which includes identification & location of easy to read meter
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	Site Map
	Photos of System Site
	System loss analysis including shading analysis
	Clipboard Audit or Non Residential Energy Assessment – if applicable
	For systems exceeding 4000 square feet, submit a short Environmental Assessment Form
	Building Permit (to be submitted prior to 75% Incentive Request)