



Solar PV Program Financial Incentives  
Program Opportunity Notice (PON) 2112  
**\$132 Million Available**

**PV Incentive Applications and PV Installer Applications  
Accepted August 12, 2010 through December 31, 2015  
By 5:00 PM Eastern Time\***

The New York State Energy Research and Development Authority (NYSERDA) provides cash incentives for the installation by Eligible Installers of new grid-connected Solar Electric or Photovoltaic (PV) systems that are 7kW or less for residential, 25kW or less for not-for-profit and 50 kW or less for commercial sites. Funding for the Solar Electric Incentive Program (“Program”) has been allocated by the New York State Renewable Portfolio Standard. The goal of the program is to install 82 MW or 93,806 MWhs of Solar Electric Power systems. Incentives will be granted on a first-come, first-served basis, and PV incentive applications will be accepted through December 31, 2015, or until funds are fully committed, whichever comes first.

PV Incentive Application submission: Eligible Installer must submit one [1] clearly labeled, completed and signed application package as detailed in Attachment A (Customer Step-by-Step Guide) and mail to:

**Solar PV Program PON 2112  
Attn: Program Manager  
NYS Energy Research and Development Authority  
17 Columbia Circle  
Albany, NY 12203-6399**

Installer Eligibility Application submission: Potential PV Installers must submit one [1] clearly labeled, completed and signed application package as detailed in Attachment F (Solar PV Installer Eligibility Application Instructions and Application) to:

**PV Installer Application PON 2112  
Attn: Program Manager  
NYS Energy Research and Development Authority  
17 Columbia Circle  
Albany, NY 12203-6399**

All Program questions should be directed to Frank Mace at (518) 862-1090, ext. 3433 or [fwm@nyserda.org](mailto:fwm@nyserda.org).  
All Contractual questions should be directed to Venice Forbes at (518) 862-1090, ext. 3507 or [vwf@nyserda.org](mailto:vwf@nyserda.org).

Installers may direct any questions to Diane Stacey at (518) 862-1090, ext. 3297 or [dms@nyserda.org](mailto:dms@nyserda.org) or [PVInstallers@nyserda.org](mailto:PVInstallers@nyserda.org).

Please indicate that you are calling in reference to PON 2112.

\*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.org](http://www.nyserda.org).

## I. INTRODUCTION

### WHAT IS THE SOLAR PV INCENTIVE PROGRAM?

The New York State Energy Research and Development Authority (NYSERDA) provides cash incentives for the installation by Eligible Installers of new grid-connected Solar Electric or Photovoltaic (PV) systems that are 7kW or less for residential, 25kW or less for not-for-profit and 50 kW or less for commercial sites. Funding for the Solar PV Incentive Program ("Program") has been allocated by the New York State Renewable Portfolio Standard. The goal of the program is to install 82 MW or 93,806 MWh of Solar Electric Power systems. 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?

Cash incentives are available for qualified customers who wish to install PV systems through applications submitted by an "Eligible Installer." Eligible Installers are those who have demonstrated technical competence in the PV field and who have signed an Eligible Installer Agreement (sample provided as **Attachment G**) with NYSERDA to abide by certain Program terms and conditions. Incentives are paid directly to the Eligible Installer, but must be passed on in full to the customer. Eligible Installers are responsible for preparing and submitting all necessary incentive paperwork to NYSERDA. After June 30, 2012, Eligible Installers must be NABCEP-certified Solar PV Installers (North American Board of Certified Energy Practitioners). More information on how to become an Eligible Installer can be found in the Eligible Installer Instructions and Application (**Attachment F**). In general, incentives for a typical residential or commercial system cover approximately 25-35% of the installed cost of a PV System but not more than 40%, after all tax credits are applied.

## II. PROGRAM REQUIREMENTS

### GENERAL PROGRAM RULES – INCENTIVES

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

- **Eligibility for Solar PV 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, National Grid, 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).
- **Eligible Installers and Affiliated Entities** are limited to submitting no more than 225 kW total capacity in applications for incentives in any given month. As an example, if an Affiliated Entity has two or more Eligible Installers, their combined applications cannot exceed 225 kW per month. Applications received after this limit is reached will not be accepted. System incentives are capped at 7kW per site/meter for residential systems, 50 kW per commercial site/meter, and 25kW per site/meter not-for-profit applicants.
- **If you are a residential customer, expect a "Clipboard" Energy Efficiency Audit to be performed.** To access the PV Program incentives, your Eligible Installer must complete a clipboard energy audit which consists 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 audit would include an inspection of the hard-wired lighting systems and free-standing light fixtures, appliance ages and whether they are ENERGY STAR<sup>®</sup> qualified, 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 Installer must conclude the audit with a homeowner debriefing. The installer will leave a copy of the inspection form with the owner at the end of the inspection, which will include a description of the home, recommendations of changes to reduce electric consumption, and easy fixes the homeowner can do. The 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 the home owner, and a brochure of low cost/no cost tips for reducing energy consumption. The inspection should likely last no more than 60 minutes. Customers will not be required to implement energy efficiency measures as a pre-requisite to receiving a PV incentive.

- **Non-residential building owners** must be provided with information on ENERGY STAR's Portfolio Manager Benchmarking Tool or other equivalent tool and, if requested by the building owner, the Eligible Installer shall assist them to enter utility bill information into the Tool in order to produce an 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 a PV incentive.

**Incentive highlights:**

- Incentives are paid directly to Eligible Installers but must be passed on in the full amount to the customer. They will not be provided directly to customers purchasing or installing PV Systems.
- Incentives are only available for new equipment and PV Systems that have not been installed (partially or completely) prior to NYSERDA approval of an incentive application submitted in accordance with the terms and conditions of this Program.
- Incentives are capped based on a PV System size that does not exceed 110% of the total kWh consumption for the previous 12 months of electric usage. For New Construction, systems must be sized not to exceed 110% of the estimated demand based on estimated load.
- All potential PV system output losses (kWh generated after all equipment losses are applied) associated with shading, system orientation, tilt angle, etc., must be analyzed and detailed for each PV System by the Eligible Installers. If your system is shaded by trees, faces east or west, or is installed on a flat roof, the kWh output of your PV System will be less than ideal. All impacts on system output must be quantified and are considered during the review of applications submitted by the Eligible Installer. Incentives are reduced in proportion to output losses when losses from factors such as shading and orientation exceed 20%.

**Incentive levels may be changed at two month intervals** based on participation in the program and market conditions. Any revisions in the incentive levels will be posted on NYSERDA’s website and all Eligible Installers will be informed via email.

**Contract Award** - NYSERDA anticipates making one [or multiple, as it applies to solicitation] award under this solicitation. It may award a contract based on initial applications without discussion, or following limited discussion or negotiations. Each offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support applications. NYSERDA will use the Sample Agreement to contract successful proposals. NYSERDA expects to notify [proposers/applicants] in approximately 4-6 weeks from the receipt of an application whether your [proposal/application] has been selected to receive an award.

**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. APPLICATION REQUIREMENTS**  
**PV Incentive Application – see Attachment B or B-1**  
**Eligible Installer Application – see Attachment F**

**ADDITIONAL INFORMATION AND ATTACHMENTS**

Information for Eligible Installers and Customers

Customer Step-by-Step Guide	Attachment A
Incentive Application Form*	Attachment B
Incentive Application Form <b>for expanded system*</b>	Attachment B-1
Incentive Payment Form*	Attachment C
Change Order Form*	Attachment D
Addendum to Customer Purchase Agreement*	Attachment E
Addendum to Power Purchase Agreement or Lease*	Attachment E-1
<b>*Needs to be completed by an Eligible Installer</b>	

Information to Become an Eligible Installer

Eligible Installer Instructions and Application	Attachment F
Sample Eligible Installer Agreement	Attachment G

Specific Program Rules

NYSERDA Solar PV Program Manual	Attachment H
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Sample Documents

EXHIBIT 1	SITE MAP
EXHIBIT 2	PHOTOS OF ARRAY LOCATION
EXHIBIT 3	THREE-LINE ELECTRICAL DRAWING

EXHIBIT 3a THREE-LINE ELECTRICAL DRAWING USING MICRO INVERTERS  
EXHIBIT 4 SYSTEM LOSS ANALYSIS INCLUDING SHADING ANALYSIS  
EXHIBIT 4a SYSTEM LOSS ANALYSIS INCLUDING SHADING ANALYSIS  
EXHIBIT 5 UTILITY BILL (PROOF of RPS Payment)  
EXHIBIT 6 ESTIMATE OF ANNUAL ENERGY OUTPUT  
EXHIBIT 7 CLIPBOARD AUDIT FOR RESIDENTIAL CUSTOMER  
EXHIBIT 8 LETTER REGARDING ENERGY\* BENCHMARKING TOOL FOR  
COMMERCIAL CUSTOMER  
EXHIBIT 9 2008 NEC SIGNAGE REQUIREMENTS  
EXHIBIT 10 NYSERDA INSPECTION REPORT  
EXHIBIT 11 NEW CONSTRUCTION USAGE CALCULATIONS