APPENDIX D: PON 2157
PROJECT INSTALLATION REPORT REQUIREMENTS

The Project Installation Report reflects the installed and commissioned conditions of the project. Any deviations from the proposed design in the Application Package must be explained in the Project Installation Report. As-Built Drawings of the system must also be included in the Report.

SUBMITTAL AND NOTIFICATION SCHEDULE

After the system has been installed and commissioned, as provided for in the approved Performance Measurement Plan, the Contractor must submit a Project Installation Report to NYSERDA. The Contractor can begin the clock for the annual performance period immediately following acceptance of the Project Installation Report, or can delay the start of the clock by a maximum of 4 months following Installation and Commissioning. Upon the start of the clock, NYSERDA will begin to compile the performance data being uploaded to NYSERDA's CHP Data Integration Website (CHP Website). This will initiate the first year's (consecutive twelve (12) months) Performance Measurement period. Within 60 days after its receipt of the Project Installation Report, NYSERDA will notify the Contractor in writing as to whether or not it has been approved. Approval of the Project Installation Report, however, is contingent upon the Contractor scheduling and NYSERDA or NYSERDA's agent conducting a post-installation inspection of the project site within the time frames specified in the following section.

POST-INSTALLATION SITE INSPECTION

The purpose of the Post-Installation Site Inspection is to confirm the information provided in the Project Installation Report is accurate, and that the system specified in the approved Application Package has been properly installed and successfully commissioned (i.e., operating for at least one month according to its design intent). NYSERDA or NYSERDA's agent will contact the Contractor to schedule the Post-Installation Site Inspection, which should be completed within 30 days of NYSERDA's receipt of the Project Installation Report. If the inspection is not completed within this timeframe, the Project Installation Report review process will be suspended until the inspection is performed. The Contractor or a representative must be present during the inspection.

PROJECT INSTALLATION REPORT APPROVAL OR REJECTION

NYSERDA will review the Project Installation Report and determine whether to approve it as submitted, approve it with minor revisions, or reject it. NYSERDA will review the Report to ensure the following:

- The project meets all of the CST Fuel Cell Program requirements.
- The Project Installation Report contains complete and accurate information.
- The equipment listed in the Application Package has been installed or the Contractor has explained any variance, and NYSERDA determines a willingness to accept such variance.

NYSERDA will work with the Contractor on making minor revisions to the Project Installation Report as necessary. If NYSERDA finds the Project Installation Report to be complete but incorrect, NYSERDA may make an adjustment to the performance incentive payment estimates and will notify the Contractor of those changes in writing.